# (Senate Resolution dated 05.01.2021 no. 01)

**ATILIM UNIVERSITY SCHOOL OF MEDICINE DIRECTIVE ON EDUCATION BOARDS**

**SECTION ONE**

**Purpose, Scope Basis and Definitions**

**Purpose**

**ARTICLE 1 –** This Directive aims to ensure the establishment, and regulate the duties, powers and responsibilities, as well as working procedures and principles of Education Boards, Commissions and Work Groups within the School of Medicine in order to prepare, implement and evaluate the pre- and post-graduate programs, the external relations, as well as the student and faculty member exchange programs of the School of Medicine.

# Scope

**ARTICLE 2 –** This Directive covers the establishment, duties, powers and responsibilities, as well as the working procedures and principles of the Education Boards, Commissions and Work Groups established within Atılım University School of Medicine.

# Basis

**ARTICLE 3 -** This Directive is based on Articles 14/b and 16 of Higher Education Law no. 2547, and Atılım University School of Medicine Directive on Education.

# Definitions

**ARTICLE 4 -** The definitions for this Directive are:

**Accreditation Board:** The board that creates and documents the Basic Standards and Development Standards of Accreditation, and processes, of the School of Medicine, produces outputs and develops recommendations, all within the framework of Atılım University Accreditation and Program Evaluation Program, and National Medical Education Accreditation and international accreditation,

**Field Studies Group:** The group that is responsible for the planning, implementation, evaluation and development of practices related to the field studies in education programs,

**Chief Coordinator:** The Vice Dean appointed by the Dean for the preparation, implementation, evaluation and coordination of pre-, post-graduate, and continuing medical education programs of Atılım University School of Medicine,

**Dean:** The Dean of Atılım University School of Medicine,

**Vice Dean:** The Vice Dean for education of Atılım University School of Medicine, **Semester Board:** The board responsible for the creation of the programs of each academic year of the School of Medicine (Semesters I through VI), and the progression of the education provided,

**Education Commissions and Work Groups:** Units established by the Dean that operate under the supervision of the boards in order to help the Board of Education to continue its activities,

**Education Coordination Board:** The board responsible for organizing the pre- and post-graduate education at Atılım University School of Medicine as per national and international standards; structuring, integration, execution and evaluation of curricula in line with the pre-determined principles; training instructors; continuing medical education; planning educational research; and ensuring accreditation and coordination between boards,

**Education Models Work Group:** The work group established to develop student-centered, interactive new teaching-learning methods in medical education to increase learning, and to ensure the implementation of these methods in education programs,

**Erasmus and Student - Faculty Member Exchange Programs Commission:** The commission that provides coordination of international exchange programs in cooperation with the Atılım University Erasmus Program Director, within the framework of the Erasmus Program among the European Union Education and Youth programs,

**School Board:** The School Board of Atılım University School of Medicine,

**School Executive Board:** The Executive Board of Atılım University School of Medicine,

**Communication Skills Commission:** The commission responsible for the planning, implementation, evaluation and development on the training on communication skills provided within pre- and post-graduate, and continuing medical education programs,

**Evidence-Based Medicine Work Group:** The work group for the dissemination and development of evidence-based medical practices at every stage of medical education, **Committee Chairperson:** The faculty member responsible for the organization and execution of each committee in Semesters I, II, III of pre-graduate education,

**Coordinators and Assistant Coordinators:** Faculty members appointed by the Dean among those who have courses in a particular academic semester to work in coordination with the chief coordinator in order to ensure the regular execution and coordination of the education provided within the academic semester, or the program to which they are assigned,

**Professional Skills Commission:** The commission responsible for the planning, implementation, evaluation and development of practices related to the professional skills as included in the academic program,

**Pre-Graduate Medical Education Board:** The board for the planning and coordination of the regular progression of pre-graduate education at the School of Medicine,

**Post-Graduate Medical Education Board:** The board for the planning and coordination of the regular progression of post-graduate education at the School of Medicine,

**Student Representative:** A national and an international student elected for each year by students among themselves, both to be invited to board meetings when deemed necessary, **Measurement and Evaluation Board:** The board for the development of objective measurement and evaluation methods to be implemented throughout the process of education, the recommendation of appropriate measurement methods, and the implementation of studies on the analysis of evaluation results that shares their results with the relevant boards and coordinators, as well as undertaking activities to improve the integration of national exams such as the Medical Specialization Examination and international exams such as USMLE into current methods for measurement and evaluation by staying updated in this regard,

**Self-Evaluation Board:** The board responsible for facilitating the realization of the goals, objectives, methods, and standards, relevant to the educational process of the School of Medicine through following the medical education accreditation process, as well as preparing reports on the achievement status of the Accreditation and Program Evaluation Program of Atılım University, the National Core Curriculum for Medical Education, and international standards, working to implement changes, and contributing to accreditation efforts,

**Problem-Based Learning (PBL) Commission:** The commission responsible for planning problem-based learning activities, determining the content of these activities, and implementing them in line with the aims and learning objectives of pre-graduate education programs,

**Program Evaluation and Improvement Work Group:** The work group that ensures the organization of the process of education, down to each and every practice it may involve, as an actual process to be managed to ensure the active participation of all relevant stakeholders from the society within the framework of the Atılım University Accreditation and Program Evaluation Program; and evaluates the development and practices relevant to common businesses-processes and develops recommendations for education programs,

**Scenario Commission:** The commission responsible for the creation and development of scenarios to be used for teaching and for the evaluation of efficiency in practice,

**Certification and Elective Courses Board:** The board responsible for determining pre-graduate and post-graduate education programs and contents for elective courses within the scope of the goals and learning objectives of Medical Education, for developing and structuring certification programs to add more value to the graduates of the School of Medicine, and for ensuring the integration of these elements with elective courses,

**Internship Manager:** The faculty member responsible for the organization and execution of the internship studies in Semesters IV, V, VI of pre-graduate education,

**Continuing Medical Education Board:** The board established to undertake education activities aimed at improving the knowledge, skills, attitudes and professional abilities of those working in the field of medicine using the most recent medical knowledge, and ultimately, to provide a more effective and qualified health care service to the society,

**School of Medicine:** Atılım University School of Medicine,

**Coordinator for Medical Laboratories:** The faculty member to assist in the implementation of laboratory studies to be provided throughout Medical Education and to be executed by the relevant Department Majors through coordinating supplies and making necessary arrangements,

**Medical Humanities Board:** The board that determines the aims and learning objectives, content, teaching and measurement processes of human-centered education in medicine, a necessary element in training students as physicians adhering to ethical values, knowing the responsibilities of physicians, and have developed professional conduct, in accordance with the general goals and objectives of Atılım University School of Medicine Pre-Graduate Medical Education, and the national core medical education program,

**Student Transfer and Assignment Commission:** The commission responsible for evaluating student transfer applications and the assignment procedures for the students to be admitted.

# SECTION TWO

**Organization, Objectives, Duties, and Working Principles and Procedures of the Education Board, and Relevant Boards**

**Organization of the education coordination board**

**ARTICLE 5** - The Education Coordination Board consists of the Dean, the Vice Dean for Education (Chief Coordinator), and, reporting to the Dean’s Office;

1. The chairperson of the Pre-Graduate Medical Education Board,
2. The chairperson of the Post-Graduate Medical Education Board,
3. The chairperson of the Continuing Medical Education Board,
4. The coordinator for Medical Laboratories,
5. The Head of the Department Major of Medical Education, or a Faculty Member they are to appoint,
6. The Student Representative, and
7. The chairperson of the Board of Accreditation.

Chairpersons/ representatives of other boards, commissions and work groups for education may be invited to board meetings in line with the agenda.

Coordinators, assistant coordinators, board members, committee chairpersons, internship managers, as well as commission and work group members in these boards are appointed by the Dean for two years after an evaluation on their efforts at the end of each semester, to report to the Dean. The Dean may replace the appointed individuals where necessary. All boards, commissions and work groups affiliated to the Education Coordination Board are supervised by the Dean, and operate under the chairmanship of the Vice Dean, appointed by the Dean. The Dean participates in and presides over committees where invited and/ or deemed necessary. The Board elects a rapporteur from among its members. The Education Coordination Board convenes at least twice per semester upon the invitation from the Dean's Office, to discuss the issues on its agenda, and submit their resolutions to the Dean's Office. An absolute majority is sufficient for the board to convene. Decisions are taken by the absolute majority of the participants. If a Board member fails to attend two meetings without an excuse, they are regarded to have resigned from their position in the Board. In this case, the Dean appoints someone else for the position in question. The official correspondence and archiving affairs regarding the decisions taken at the Board are performed by the Rapporteur for the School of Medicine. The studies of all boards, commissions, and working groups, as well as all meetings, exams, and exam results are recorded and stored. Coordinators, assistant coordinators, and members of boards, commissions, and work groups the terms of office of whom expire may be re-appointed for the same position. Where deemed necessary, the Dean may create new boards, commissions, or working groups; or appoint new coordinators, or replace members, to undertake board affairs. The Dean's Office or the Chief Coordinator may invite people related to Medical Education from domestic and foreign institutions and organizations to their meetings.

# Objectives and duties of the education coordination board

**ARTICLE 6** - The Education and Coordination Board of Atılım University School of Medicine is responsible for organizing the curricula for pre- and post-graduate education, and continuing medical education, in line with the resolutions by the Dean's Office and the School Board; structuring, executing, evaluating and updating the curricula in line with the determined principles and the National Core Education Program, and programs in place to measure the international competence of Medical Doctors; training of trainers; planning educational research; accreditation studies; appropriate use of medical laboratories; and ensuring coordination between boards relevant to education, and institutions. The duties of the Education and Coordination Board are as follows:

1. To determine the basic principles and objectives for pre-graduate, post-graduate, and continuing medical education at Atılım University School of Medicine;
2. To ensure that education activities are planned regularly and in harmony in line with the educational outcomes of the School;
3. To propose the academic calendar before each academic semester;
4. To ensure that education progresses in an orderly fashion and in line with the academic calendar;
5. To review the programs for each semester, presented by the semester coordinators, and to submit them for the approval by the School Board;
6. To follow the education process in its entirety and to present any problems encountered in the execution of the program and solution suggestions to the Dean's Office;
7. To conduct annual education evaluations and report with recommendations;
8. To ensure that the educational program and guide for the upcoming academic year are prepared with the opinions of the Department Majors and fields of Science by the end of May at the latest every year, and to submit these to the Dean's Office;
9. To submit the proposals for program changes to the Dean’s Office to be discussed at the School Board in order to prevent disruptions in education where needed;
10. To follow national and international education programs and educational studies, and to make necessary updates to ensure that the education provided meets national and global standards;
11. To form opinions on the necessary course presentation tools, the educational infrastructure, and the changes to be made in current regulations and directives within the framework of suggestions from the Department Majors and fields of Science to determine the priority needs list for a particular year, and to present these opinions to the Dean's Office;
12. To ensure that preparations and studies are underway for national and international accreditation purposes;
13. To organize and monitor academic, social services and career counseling services for the students of the School of Medicine and to make suggestions to the Dean accordingly;
14. To prepare medical education and research laboratories and organize the conduct of laboratory studies;
15. To undertake other duties relevant to education, to be presented with by the official bodies of the School.

# Chief coordinator

**ARTICLE 7** - The chief coordinator ensures the preparation, implementation and regular execution of the duties and activities specified in Article 6 of this Directive, and the necessary coordination for the operations of boards, commissions and work groups. The chief coordinator may invite the boards, the commissions and the work groups to meetings where necessary. The chief coordinator reports primarily to the Dean.

# Pre-graduate medical education board

**ARTICLE 8 - Pre-Graduate Medical Education Board:** This board is responsible for planning and coordination of the regular progression of pre-graduate education at the School of Medicine, The board consists of the relevant Vice Dean, the Coordinators for Semesters I through VI, the Medical Laboratories Coordinator; and the Chairpersons of the Medical Humanities Board, the Certification and Elective Courses Work Group, the Program Evaluation and Development Commission, and the Accreditation Board. The Board elects an Assistant Chairperson and a rapporteur from among its members, to undertake and document board affairs.The Dean appoints a “Committee Chairperson” for each committee in Semesters 1, 2 and 3, an “Internship Manager” for the internship studies in Semesters 4 and 5, and an “Intern Training Officer” from each Department Major for Semester 6, annually. The Pre-Graduation Medical Education Board meets at least twice each semester under the chairmanship of the Vice Dean for education. Where necessary, the Dean may preside over board meetings. Chairpersons/ representatives of other boards, commissions and work groups for education may be invited to board meetings in line with the agenda.

The duties of the Pre-Graduate Medical Education Board are as follows:

1. To ensure the structuring and coordination of the pre-graduate medical education curricula by years in line with the pre-determined principles and the National Core Education Program and programs in place to measure the international competence of Medical Doctors,
2. To review the training programs by the relevant Semester Boards in accordance with the objectives of pre-graduate education, to have these programs amended as needed, and to submit the programs to the Dean's Office,
3. To evaluate the committee and end-of-semester reports by the Semester Coordinators, and other education groups, and to submit their corrective and developmental suggestions, if any, to the Dean's Office,
4. To develop solutions to problems that arise during the execution of the education program,
5. To prepare the academic calendar of the School for pre-graduate education purposes, and submit it to the Dean’s Office,
6. To determine exam dates with the relevant Semester Coordinators, and conveying their recommendations to the Dean's Office,
7. To perform studies to develop and update pre-graduate education programs,
8. To ensure that education and exams progress in an orderly manner and in line with the program,
9. To evaluate the end-of-semester reports by the Program Evaluation and Development Commission and the Measurement-Evaluation Commission, and to convey their suggestions to the School Board regarding the development of the education program,
10. To evaluate the suggestions from other education boards/ commissions and work groups, and convey them to the relevant Semester Coordinators,
11. To perform other duties assigned to them by the Dean.

# Semester board

**ARTICLE 9** – The Semester Boards for each Semester of pre-graduate education consist of the relevant Semester Coordinator, their assistants, the Chairpersons of relevant Committees, and the Medical Laboratories Coordinator; as well as the Chairpersons of the Certificate and Elective Courses Board, the Assessment and Evaluation Board, the Educational Models Commission, the Professional Skills Commission, the Communication Skills Commission, the Field Studies Group and the Evidence-Based Medicine Practices Work Group. The Board is chaired by the Semester Coordinator, and its secretariat duties are undertaken by the Assistant Semester Coordinator. The Semester Board convenes monthly to monitor and evaluate educational practices. The duties of the board are as follows:

1. To plan the educational activities for the semester to which they are assigned, and to prepare the educational program for their semester with committee chairpersons,
2. To ensure the coordination of the committees for the semester to which they are assigned,
3. To check the suitability of the physical and hardware conditions of the theoretical and practical working environments used in education,
4. To track the student attendance status,
5. To ensure that the relevant semester exams are prepared and sat on time,
6. To ensure that all feedback surveys regarding education are performed, especially the Course Board and internship evaluation surveys,
7. To evaluate the success of the education that was provided during their semester, and notify the Pre-Graduate Education Board via the relevant Semester Coordinator regarding the changes that they deem necessary in the education programs, as well as their new arrangements, at the end of the academic year,
8. To perform other duties assigned to them by the Dean.

# Semester coordinator

**ARTICLE 10** - The duties of the semester coordinator are as follows:

1. To determine the start, end and examination dates of the semester committees, as well as the periods of internship studies and intern periods for their semester with the relevant Semester Board before the start of the academic year, and submit these to the Pre-Graduate Education Board,
2. To ensure the coordination of the Committee Chairperson or the Internship Managers or Intern Training Officials throughout their Semester,
3. To ensure that the educational programs of their semester progresses in accordance with the learning goals and objectives,
4. To ensure that the academic programs of their semester are prepared by the course committee chairpersons together with the faculty members in the program, and the internship programs are prepared by the internship managers before May each year, and with the opinion of the relevant Head of Department Major or Field of Science; to discuss these at the Semester Board, and forward them to the Pre-Graduate Education Board, and to ensure that the program is conveyed to the relevant faculty members upon approval,
5. To ensure the participation of the representatives of the Professional Skills Commission, the Problem-Based Learning Commission, the Measurement - Evaluation Board as well as those of other relevant boards and commissions in the preparation of the education program,
6. To monitor and record student attendance,
7. To work with the Assessment and Evaluation Board in ensuring that the exam types are determined and the exams are conducted in accordance with the learning objectives and regulations,
8. To receive feedback from students after the exams and to share the feedback with the Semester Board, Committee Chairpersons and the relevant department major(s),
9. To ensure that the Course Committee exams, final exams, as well as summer school exams and similar exams of their semesters are organized with the question weight distributions of Department Majors in mind with regards to course content,
10. To ensure that Committee/ Internship, make-up and final exam booklets are printed under appropriate conditions and preserved until the exam date/ time,
11. To coordinate the preparation of exam rooms, seat and proctor assignments, and answer sheets with the Committee Chairperson/ Internship official,
12. To ensure that the exam results of their semester are evaluated with the Committee Chairpersons/ Internship manager and announced to the students accordingly, and to receive feedback with the Committee Chairpersons/ Internship manager,
13. To examine students' written objections regarding measurement and evaluation, to reach a resolution with the Committee Chairperson/ Internship manager and the relevant faculty member and/ or academic boards of the relevant Department Major or field of Science, and to ensure that students are notified accordingly. In cases where a resolution may not be reached; to report the objections in question and their results to the Education Coordination Board,
14. To convene the Semester Board once a month in order to monitor and evaluate the educational practices of their semester,
15. To evaluate and fulfill the requests and suggestions of course committee chairpersons, internship managers and intern training officials,
16. To organize communication meetings to be attended by faculty members and students,
17. To perform other tasks assigned to them by the Dean.

# The duties of committee chairpersons

**ARTICLE 11** – Committee Chairpersons for each committee are appointed by the Dean/ Vice Dean for Education, among the faculty members who have courses in that particular committee. They are responsible for the preparation and regular execution of the education program during their committee semester. The duties, authorities, and responsibilities of Committee Chairpersons are as follows:

1. To prepare the course committee education program for the upcoming academic year with relevant Department Major representatives, faculty members and education commission representatives, and present it to the relevant Semester Coordinator at the end of May each year,
2. To take decisions along with relevant department majors and education commissions regarding the teaching methods to be implemented during these practices, and to inform the coordinator accordingly,
3. To prepare committee information booklets and to announce them to faculty members and students at least one month before their committee begins,
4. To ensure that the courses and practices proposed in the program are possible to implement without any disruptions, and to suggest solutions by communicating any problems that arise to the Semester Coordinator,
5. To aid the faculty members of their committee in taking student attendance regularly, and the semester coordinator in logging attendance information on student attendance sheets,
6. To evaluate the requests and suggestions raised by the student representative, and to convey those deemed necessary to the relevant Semester Coordinator,
7. To provide suggestions in order to add to the efficiency of the Course Board,
8. To ensure that the coordinator receives the exam questions for their committee at least two weeks before the exam date,
9. To ensure that exam room officials and proctors are placed in their assigned classrooms, that security is established throughout exams in cooperation with the relevant Semester Coordinator; and that any possible problems regarding the exam questions or documents are resolved through communicating these to the Semester Coordinator,
10. To assist the semester coordinator in the evaluation, calculation, and announcement of exam results in a correct manner, to analyze exams and inform the coordinator accordingly,
11. To convene the faculty members of the Course Board within two weeks after the Committee ends, in coordination with Semester Coordinators; to provide a general evaluation regarding the Course Board; to receive feedback from faculty members; and to determine the areas that call for improvement,
12. To assist the coordinator where necessary in the preparation of make-up exams, final exams, and summer school exams,
13. To attend the Semester Board meeting.

# Duties of internship managers

**ARTICLE 12** - The duties of internship managers are as follows:

1. To determine the faculty members to conduct courses and practice sessions, as well as provide theoretical and practical education, by communicating with the department majors,
2. To place the courses and practices from departments onto the program together with the relevant Semester Coordinator,
3. To take decisions with the relevant department majors and education commissions regarding the teaching methods to be implemented during these practices, and to inform the coordinator accordingly,
4. To prepare internship information booklets,
5. To announce the internship program and exam methods to students at least one month in advance,
6. To ensure that internship programs are carried out in full, and regularly,
7. To evaluate the requests and suggestions raised by the student representative, and to convey them to the coordinator where required,
8. To ensure that the questions of their internship sessions are ready and that the practical exams are executed in the objective structured exam format.
9. To cooperate with the assessment and evaluation board and other education commissions,
10. To ensure that the instructors of internship sessions take student attendance regularly, and log the attendance information on student attendance sheets,
11. To establish the juries for internship final exams together with the relevant Semester Coordinator,
12. To obtain written exam questions from instructors, and to ensure that these questions are reproduced appropriately,
13. To calculate exam results accurately and to convey them to the coordinator,
14. To receive feedback on internship studies and exams, and to ensure that the results are conveyed to the Pre-Graduate Education Board through Semester Coordinators.

# The coordinator for medical laboratories

**ARTICLE 13** - The duties, authorities, and responsibilities of the coordinators for medical laboratories are as follows:

1. To determine the rules for using medical laboratories,
2. To review the laboratory safety conditions and take the necessary precautions in the use of Medical Laboratories; to ensure that the personnel to work in the laboratory receives the relevant training, and to log the procedures in writing,
3. To keep an inventory of the devices, instruments, and other materials available at the medical laboratories on a yearly basis,
4. To prepare the instructions for use of the devices and the instruments available at the medical laboratories,
5. To prepare practice groups and transformation programs with regards to laboratory capacities for the practical studies to be executed by the Department Majors in accordance with the programming for pre-clinical periods, and to make the necessary arrangements to help implement these elements,
6. To record the laboratory applications performed within pre-clinical periods in terms of content,
7. To determine the necessary requirements, if any, in order to ensure that the laboratories where courses take place comply with the "Minimum Conditions and Minimum Space Standards to Start and Continue Education in Medical Programs” as per the Council of Higher Education, and to inform the Dean accordingly,
8. To evaluate annual laboratory studies and present the data and findings obtained to the Pre-Graduate Education Coordination Board,
9. To supervise the order and cleanliness of the laboratories and to report any problems encountered to the Dean,
10. To monitor consumption in laboratories and to convey requests as needed to the Dean to ensure that they are available in sufficient quantities,
11. To determine the necessary equipment and consumables for new laboratory sessions planned to be implemented by the Department Majors and to make requests to the Dean where needed accordingly,
12. To perform other tasks assigned to them by the Dean.

# Post-graduate medical education board

**ARTICLE 14** – This board consists of the Dean/ Vice Dean, two representatives each from Basic Medical Sciences, Internal Medical Sciences, and Surgical Medical Sciences; the representatives of the Assessment and Evaluation Board, the Professional Skills Commission, the Communication Skills Commission, the Evidence-Based Medicine Group, the Field Studies Group, the Program Evaluation and Development Board, the Education Models Work Groups; as well as the representatives of the specialization programs, and the student representatives for minor degree program and doctorate degree program students. The Dean/ Vice Dean chairs the board meetings. The Board elects an Assistant Chairperson and a rapporteur from among its members to undertake and document board affairs. Faculty members who have previously been employed at specialized institutions are preferred. The duties of the Post-Graduate Medical Education Board are as follows:

1. To ensure the alignment between the aims and objectives for Core Curriculum post-graduate education programs and the overall aims and objectives of the School of Medicine,
2. To develop solutions to problems that arise during the execution of the education program,
3. To prepare the academic calendar of the School for post-graduation education purposes, and submit it to the Dean’s Office,
4. To consider the suggestions by the Program Evaluation and Development Board and the Measurement-Evaluation Board, as well as those by the representatives of specialization, minor degree, and doctorate degree program students; and make suggestions to the Dean’s Office with an aim to improve education programs,
5. To contribute to the creation of curricula by performing collaborative studies with specialization associations,
6. To ensure the preparation and implementation of assistant report cards in cooperation with the department majors,
7. To ensure that the specialization program theses are prepared in line with the thesis writing guidelines of Atılım University, School of Medicine,
8. To follow, and inform on, the legal regulations on post-graduate education,
9. To perform other tasks assigned to them by the Dean.

# Continuing medical education board

**ARTICLE 15 - Continuing medical education board:** This board is in place with the aim to provide education to assist the employees in the field of medicine in improving their levels of knowledge, their skills, and attitudes; developing their professional abilities, staying relevant in terms of practice and up to date with recent information, and ultimately, providing the society with a better healthcare service. The board consists of the Dean/ Vice Dean, faculty members recommended by the Dean, and the representatives of the Medical Humanities Board, and the Evidence-Based Medicine Work Group. The Board elects a Chairperson, and a rapporteur among its members. Faculty members who have previously been employed at specialized institutions are preferred. The duties of the Continuing Medical Education Board are as follows:

1. To develop and update the knowledge, skills, attitudes and professional abilities of employees in the field of medicine,
2. To establish principles and standards for activities within the scope of Continuing Medical Education, and to monitor their implementation,
3. To ensure that physicians are provided with the recent information through its activities,
4. To organize education programs with the aim to provide more effective healthcare services to the society,
5. To contribute to the globalization and the relevance of medical education by organizing national and international certificate and course programs,
6. To prepare meeting minutes for each event and meeting,
7. To monitor the regular evaluation of physician proficiency levels to assist them in staying updated in terms of the developments in the field of medicine,
8. To create annual event schedules and submit it to the Dean for their approval,
9. To submit the study reports regarding the activities during the year to the Dean of the School of Medicine,
10. To ensure that the training and education provided is credited,
11. To perform other tasks assigned to them by the Dean.

# Medical humanities board

**ARTICLE 16** - This board consists of at least one faculty member from each of the Department Majors of Medical Education and Informatics, Medical Ethics and Deontology, Public Health, Mental Health and Diseases, and Internal and Surgical Medicine, to be determined by the Dean; and if necessary, representatives from other fields as determined by the Dean. The Board elects a Chairperson, and a rapporteur from among its members. The duties of the Medical Humanities Board are as follows:

1. To determine the purpose and learning objectives, content, teaching and measurement processes of the education required for students to become physicians adhering to ethical values, aware of their responsibilities as physicians, and have developed professional conduct in accordance with the general goals and objectives of Atılım University School of Medicine Pre-Graduate Medical Education, and the national core medical education program; and to present its suggestions to the Pre-Graduate Medical Education Board,
2. To create training activities in cooperation with the relevant semester coordinators and boards,
3. To ensure that student materials and educational materials are developed and used effectively, in line with the learning objectives and teaching processes on medical humanities and ethics.

# Measurement and evaluation board

**ARTICLE 17** - The Measurement and Evaluation Board consists of at least three members who are appointed by the Dean, and preferably, experienced in the field. The Dean/ Vice Dean chairs the board meetings. A rapporteur is elected to conduct and document board affairs.The duties of the Measurement and Evaluation Board are as follows:

1. To ensure that the measurement and evaluation processes evaluate participants on their knowledge, medical practices and professional conduct, the three basics of medical education, among other elements,
2. To determine and develop tools and methods to enable the evaluation of the National Core Education Program as a whole in terms of input, process, output and effects of the pre-graduate program,
3. To determine the objective measurement and evaluation methods to be used in each committee, internship and practice session in pre-graduate education, and to recommend these to the relevant committees,
4. To ensure the integration of national exams such as the Medical Specialization Examination and international exams such as USMLE into measurement and evaluation methods by staying up to date,
5. To determine the measurement and evaluation methods to be implemented in the exams in that semester at the meeting to which the semester coordinator, the committee chairpersons or the internship managers, and the representatives of department majors are invited; and to submit the meeting minutes to the Education Coordination Board,
6. To inform students on the measurement and evaluation methods to be implemented at the beginning of each academic year,
7. To ensure that the measurement and evaluation processes are in line with the School of Medicine Program Competencies, and that each competency is tested with appropriate methods,
8. To evaluate whether the measurement and evaluation procedures are compatible with the learning outcomes of the courses,
9. To ensure that the evaluation criteria for students are definite, clear, and continuous,
10. To ensure that the evaluation forms created together with the program evaluation work group are taken into consideration as student feedback on the relevant exams and semesters, to evaluate the results of these forms, and to share them with the relevant boards,
11. To organize the creation of question banks to be used in exams,
12. To ensure that the exams or other measurement and evaluation methods are implemented safely and confidentially,
13. To decide on the appropriate coordination and re-evaluation methods in case of material errors in the exams,
14. To examine the exam questions in terms of technique and content before the exam with the relevant Committee Chairperson and Internship Manager,
15. To ensure that the exam results undergo material analyses, and shared with the relevant coordinators, committee chairpersons/ internship managers, and faculty members,
16. To organize training and courses for instructors of the School of Medicine to aid them in achieving the knowledge levels desired regarding measurement and evaluation,
17. To create the Atılım University School of Medicine question preparation guidelines,
18. To stay updated on the developments regarding measurement and evaluation methods,
19. To provide consultancy and receive feedback regarding the measurement and evaluation processes of Continuing Medical Education programs,
20. To evaluate the data obtained regarding measurement and evaluation processes, and convey accordingly with a report addressed to the Dean's Office.

# Certification and elective courses board

**ARTICLE 18** - Certification and Elective Courses Board: This board consists of the Vice Dean, a member each from Internal Medical Sciences, Surgical Medical Sciences, and Basic Medical Sciences all appointed by the Dean, and the student representative. The board is responsible for planning and evaluating certificate programs and elective courses, and presenting recommendations as a result of these evaluations. The Vice Dean chairs the board meetings. The Board elects a Chairperson, and a rapporteur from among its members. The duties of the board are as follows:

1. To develop certification programs to add more value to medical school graduates,
2. To ensure the structuring of elective course packs as per the pre-determined certificate programs,
3. To determine the elective courses to be offered in Semesters 1, 2, and 3; the course content, hours, credits and the semesters during which they are to be offered,
4. To establish the coordination with the departments to offer these elective courses,
5. To evaluate the suitability of the elective courses for students,
6. To evaluate student success in the elective courses,
7. To stay updated regarding when the exams are open for the elective courses, to ensure and observe that these exams are held under appropriate conditions,

l) To identify the problems regarding the elective courses and to resolve them; or to convey the insoluble problems, and their relevant suggestions, to the Pre-Graduate Medical Education Board.

# Self-evaluation board

**ARTICLE 19** – The Self-Evaluation Board aims to contribute to increase the quality of medical education through monitoring the Atılım University School of Medicine Pre-Graduate Medical Education Program, and presenting objective periodic reports on its unique aspects, strengths, and weaknesses as per certain documents - criteria, as per the current criteria of the relevant national medical accreditation board, and the Atılım University Accreditation and Program Evaluation Program, as well as the National Medical Education Accreditation Program, and international accreditation programs for medical education, The Board consists of the following members: The Dean/ Vice Dean, a faculty member each appointed by the Dean to represent the Department Majors of Internal Medical Sciences, Surgical Medical Sciences, and Basic Medical Sciences; another faculty member appointed by the Dean, at least one representative from Education Boards and Commissions, and at least one student representative from each semester, at least one of whom is an international student. The board elects a Chairperson and a rapporteur from among its members to undertake their board affairs. The Chairperson of the Board reports primarily to the Dean and is responsible for the planning, execution, coordination and evaluation of board affairs, and the preparation of the Medical Education Annual Self-Evaluation Reports. The Board convenes at least once every 3 (three) months, and whenever else necessary, when the Dean calls for a meeting. Board meetings are chaired by the Dean/ Vice Dean. The board rapporteur keeps meeting minutes, undertakes correspondence duties for the board, and archives board documents. The duties of the board are:

1. To perform studies in line with the targets determined by the Atılım University Accreditation and Program Evaluation Commission,
2. To evaluate the suitability of the Pre-Graduate Education Program with the National Core Education Program, and to identify and report the aspects that call for improvement,
3. To evaluate the suitability of the Pre-Graduate Education Program with the Pre-Graduate National Core Medical Education Program, and to identify and report the aspects that call for improvement,
4. To prepare the Atılım University School of Medicine Pre-Graduate Medical Education Program Self-Evaluation Report at the end of each academic semester, and submit it to the Dean's Office,
5. To evaluate the current situation for each standard set within the framework of the Medical Education Standards determined by the National Medical Education Accreditation Board and to prepare a report accordingly,
6. To provide and monitor suggestions for maintaining the positive aspects determined within the framework of the Medical Education Standards as per the National Medical Education Accreditation Board, and making arrangements to improve on the areas that call for improvement,
7. To conduct examinations and evaluations in order to provide medical education at national and universal standards, to determine targets in order to improve education, research and service levels based on these evaluations, and to prepare the necessary algorithms.

# Accreditation board

**ARTICLE 20** – The Accreditation Board is the board that structures, monitors and develops recommendations for the Basic Standards, and Development Standards of Accreditation for the School of Medicine within the framework of Atılım University Accreditation and Program Evaluation Program, and National Medical Education Accreditation. The board consists of the Vice Dean, the Heads of Department Majors of Surgery, Internal Medicine and Basic Medical Sciences, the Head of the Department Major of Medical Education and Informatics, and at least two faculty members appointed by the Dean, and two international and two national students to represent the pre-clinical and clinical internship processes. The Board elects a Chairperson, and a rapporteur from among its members. The Chairperson of the Board reports to the Dean, and is responsible for the planning, execution, coordination of Board affairs, and report preparation. The Accreditation Board convenes once every two months. The Dean/ Vice Dean chairs the board meetings. More meetings may be held as needed. The duties of the board are as follows:

1. To perform studies in line with the targets determined by the Atılım University Accreditation and Program Evaluation Commission, and to prepare the necessary reports,
2. To establish the Basic Standards, and Development Standards of Accreditation for the School of Medicine,
3. To create the necessary algorithms for these standards and submit them to the Dean's Office,
4. To prepare annual development reports and submit them to the Dean's Office in order to monitor the current situation in terms of basic standards and development standards,
5. To identify the areas of improvement in terms of these standards, to create solutions for improvement, and to present their suggestions to the Dean's Office,
6. To follow national and international accreditation processes, to determine what needs to be done in this regard, to create the necessary algorithms and to submit them to the Dean's Office,
7. To perform studies to ensure that the education provided to Atılım University School of Medicine students is valid at national and universal levels, to report the studies at the end of each semester and submit them to the Dean's Office,
8. To organize promotional and informational meetings for accreditation purposes,
9. To work in coordination with the self-evaluation board and the Atılım University Quality Commission in the national medical education accreditation and re-certification process.

# Professional skills commission

**ARTICLE 21** - Professional Skills Commission: This commission consists of three faculty members each from Internal Medical Sciences and Surgical Medical Sciences, two faculty members from Basic Medical Sciences, and one representative from the Department Major of Medical Education and Informatics, appointed by the Dean. The Board elects a Chairperson, and a rapporteur from among its members. Relevant Dept. Maj. representatives may be invited to their meetings where required. Their duties are as follows:

1. To take the opinions of the Department Majors for the creation of pre-graduate programs on professional skills,
2. To determine the content of pre-graduate programs on professional skills; as well as to structure, to create, implement and develop the programs,
3. To plan with the relevant committees and coordinators on a yearly basis for the acquisition of clinical skills included in the National Core Education Program,
4. To work towards the acquisition of learning-based, participant-centered skills and competencies,
5. To support medical education within the framework of the concepts of gaining knowledge, skills and attitudes,
6. To determine the places, the dates and the faculty members to perform the professional skill practice sessions one month before each academic semester, and submit these details to the Semester Coordinator,
7. To determine and implement measurement and evaluation methods for these training programs on professional skills with the relevant boards,
8. To submit annual work reports to the Dean's Office,
9. To develop and prepare professional skill practices, and monitor the results of these practices,
10. To receive and evaluate student and instructor feedback after professional skill practice sessions, and to share the results with the relevant committees,
11. To assist the Committee Chairperson/ Internship Manager and the Semester Coordinator in arranging the physical environment where professional skill practice sessions are to take place,
12. To conduct, report and publish research on professional skill training.

# Communication skills commission

**ARTICLE 22** – This commission consists of three faculty members trained in communication skills and appointed by the Dean, a member from the Department Major of Medical Education and Informatics, and a student representative. The Board elects a Chairperson, and a rapporteur from among its members. If necessary, the Commission may invite other experts on the subjects at hand to participate in the studies. The duties of the board are as follows:

1. To improve the universal communication of physicians within the scope of ensuring and protecting professional relationships,
2. To plan, and ensure, the implementation of training sessions in communication skills in pre-graduate, post-graduate and continuing medical education programs,
3. To determine and implement measurement and evaluation methods for communication skill training programs,
4. To provide training and consultancy on communication skills,
5. To submit annual plans and work reports regarding activities throughout the year, to the Dean.

# Program evaluation and improvement work group

**ARTICLE 23** – This is the work group that evaluates the development of, and the practices relevant to, the common businesses - processes within the framework of Atılım University Accreditation and Program Evaluation Program. The group consists of the Vice Dean for Education, at least one faculty member each, appointed by the Dean, to represent Basic Medical Sciences, Internal Medical Sciences, and Surgical Medical Sciences, a representative each from the Certificate and Elective Courses Board and the Professional Skills Work Group, as well as two student representatives. The group elects a Chairperson, and a rapporteur from among its members. The duties of the group are as follows:

1. To evaluate the development of, and the practices relevant to, the common businesses - processes within the framework of Atılım University Accreditation and Program Evaluation Program, and to devise suggestions regarding the School of Medicine,
2. To work with the relevant Boards and commissions in order to prepare suggestions to create and update Medical Education programs in line with the recent scientific information, as well as internationally-accepted contemporary education programs, techniques, and legal regulations,
3. To create suggestions to increase student success in education,
4. To plan the necessary practices to improve the quality of education and to present these plans to the Dean,
5. To evaluate the health epidemiological data in relevant countries taking into account the distribution of international students, and to make recommendations regarding the education program,
6. To prepare program evaluation and development reports and submit them to the Dean.

# Education models work group

**ARTICLE 24** - This work group is in place to develop student-centered, interactive new teaching-learning methods in medical education to increase learning, and to ensure the inclusion of these methods in education programs, The group consists of trained and experienced representatives from the Professional Skills and Communication Skills work groups, a representative from the Department Major of Medical Education and Informatics, representatives from the relevant education models commission, three faculty members, and student representatives (a national and international student each), all appointed by the Dean. The group elects a Chairperson, and a rapporteur from among its members. The duties of the group are as follows:

1. To evaluate the models in place in medical education in Türkiye and around the world,
2. To work to develop new education models,
3. To evaluate end-of-semester reports and student feedback, compare them with current Medical Education models, and create the necessary recommendations,
4. To organize education model training sessions for instructors,
5. To convey suggestions to the Dean's Office to ensure that the educational models in question are included in educational programs.

# Scenario commission

**ARTICLE 25 -** This commission is responsible for the creation and development of scenarios to be used for education purposes and for the evaluation of efficiency in practice. The commission consists of one faculty member each from Basic, Internal, and Surgical Medical Sciences appointed by the Dean and preferably experienced in Problem-Based Learning (PBL); as well as the representative of the PBL Commission. The Board elects a Chairperson, and a rapporteur from among its members. The duties of the group are as follows:

1. To convey scenario suggestions to the Semester Board in line with the educational objectives,
2. To invite faculty members from relevant departments, and guide the teams, for the execution of the scenarios deemed appropriate by the Semester Board,
3. To ensure that the training scenarios to be used are ready,
4. To check the written scripts,
5. To ensure that the finalized scenarios are implemented after they are accepted by the Semester Board and the Pre-Graduate Medical Education Board,
6. To prepare feedback forms for the evaluation of the scenarios,
7. To receive feedback results of the scenario studies, and to share their evaluations with the relevant faculty members, and the Semester Committee.

# Problem-based learning (PBL) commission

**ARTICLE 26** – The PBL Commission consists of at least five faculty members appointed by the Dean who are trained and experienced in problem-based learning, and one of whom is the Head of the Department Major of Medical Education, and a student representative. The Board elects a Chairperson, and a rapporteur among its members. The duties of the Commission are as follows:

1. To determine the content of PBL applications in line with the aims and learning objectives of Atılım University School of Medicine pre-graduate education programs, and to create and develop the program accordingly,
2. To ensure that the scenarios are written in accordance with the aims and objectives of the education program for each semester where a PBL session is planned,
3. To work in harmony with Semester Coordinators and Committee Chairpersons in order to ensure the regular implementation of PBL modules,
4. To determine and implement the measurement and evaluation methods of the applied modules together with the relevant Boards and Commissions,
5. To report the module evaluation results to the Committee Chairpersons, the Semester Coordinator and the Assessment and Evaluation Commission,
6. To evaluate student and school feedback results regarding the modules,
7. To train PBL teachers to take part in PBL modules,
8. To submit annual plans and activity reports to the Dean's Office at the beginning and the end of each academic year.

# Field studies group

**ARTICLE 27 - Field Studies Group:** This group is responsible for the planning, implementation, evaluation and development of practices related to field studies within the education program. The group consists of a representative from each department majors in clinical sciences appointed by the Dean, the representative of the Medical Humanities Board, and Internship Managers. The group elects a Chairperson, and a rapporteur from among its members.

# Evidence-based medicine work group

**ARTICLE 28** - Evidence-Based Medicine Group: This group consists of at least one faculty member each from Basic Medical Sciences appointed by the Department Major of Medical Education and the Dean, and one representative from each department major in Clinical Sciences. The group elects a Chairperson, and a rapporteur from among its members.

The duties of the group are as follows:

1. To prepare programs in order to introduce the concept of Evidence-Based Medicine and ensure its implementation in education,
2. To make educational suggestions regarding accessing information, evaluating information and critical thinking, producing information and the adoption of the behaviors of self-teaching and self-evaluation in Pre-Graduate Medical education,
3. To monitor the developments in evidence-based medical education processes in medicine,
4. To plan, carry out and evaluate the measurement and evaluation processes of evidence-based medical teaching activities together with the Measurement and Evaluation Board,
5. To ensure the development and effective use of student and educational materials in accordance with the learning objectives and teaching processes regarding rational use of medicines,
6. To submit the evaluation report on its activities to the Dean at the end of the semester.

# Student transfer and assignment commission

**ARTICLE 29** – This commission is responsible for evaluating and finalizing student transfer applications, reporting accordingly to the Dean’s Office, and evaluating the assignment statuses of the students to be admitted. The commission consists of three faculty members appointed by the Dean.

# ERASMUS and student - faculty member exchange programs commission

**ARTICLE 30** – This commission is responsible for organizing and undertaking activities related to student exchange programs, and providing consultancy to the students who are interested. The commission consists of five faculty members and one student representative appointed by the Dean. Their duties are as follows:

1. To provide academic consultancy to outgoing and incoming students and faculty members of Atılım University School of Medicine, in cooperation with the Atılım University ERASMUS Program Director,
2. To manage and make arrangements for the affairs and transactions regarding students and faculty members participating in the program for teaching and internship purposes within the framework of the program,
3. To ensure cooperation with international programs,
4. To perform other tasks assigned to them by the Dean.

# Duties of student representatives

**ARTICLE 31** – The student representative elected by and among the student representatives of each semester is a natural member of the Education Coordination Board during the academic year when the election is held. The term of office of the student representative continues until a new representative is elected in the next academic year. The duties of student representatives are as follows:

1. To convey the problems, opinions and suggestions of students in their semester of representation to the Semester Coordinator and, if necessary, to the Education Coordination Board,
2. To cooperate with the Dean's Office and the Chief Coordinator in the coordination of student activities,
3. To attend meetings when invited by the Education Coordination Board and other boards, commissions and work groups,
4. To receive the student feedback during their semester of service regarding the curricula, the practices, and other issues relating to education; and report them to the Chief Coordinator.

# SECTION THREE

**Effective Date**

**ARTICLE 32 –**This Directive shall take effect after it is approved by the Senate.

# Execution

**ARTICLE 33 -** This Directive is executed by the President of Atılım University.