

(Senate Resolution dated 12.08.2026, no. 09)
(Senate Resolution dated 08.09.2025 no. 07)
(Senate Resolution dated 15.01.2025 no. 01)
(Senate Resolution dated 22.08.2023 no. 10)
(Senate Resolution dated 31.08.2021 no. 14)
(Senate Resolution dated 18.12.2019 no. 10)

ATILIM UNIVERSITY SCHOOL OF MEDICINE REGULATIONS ON EDUCATION AND EXAMINATION

SECTION ONE

Purpose, Scope, Basis, and Definitions

Purpose and Scope

ARTICLE 1 – (1) These Regulations aim to specify the conditions regarding student registration, education, and examination at Atılım University School of Medicine.

(2) These Regulations cover the provisions relevant to education, student registration, and admittance, as well as examination procedures at Atılım University School of Medicine.

Basis

ARTICLE 2 - (1) These regulations were prepared based on Article 14 of the Higher Education Law dated 4/11/1981 No. 2547, and Atılım University Regulations on Associate and Undergraduate Education and Examination.

Definitions

ARTICLE 3 - (1) The definitions for this Directive are:

- a)** Large Group Courses: Compulsory and elective theoretical courses for each committee in the first three years of the School of Medicine, instructed through presentation by instructors.
- b)** Practical studies: Compulsory and elective practical study sessions for each committee in the first three years of the School of Medicine, instructed through presentation and practice by instructors.
- c)** Small group practice: Year-long student-centered theoretical or practical courses configured under various headings and with varying durations, conducted among smaller groups for the first three years of the School of Medicine.
- ç)** Committee: The course committee represented as an independent no-credit course on the curriculum, involving the large group courses, practice sessions, and small group practice sessions within the integrated system in effect for the first three years of the School of Medicine.
- d)** Term: Each of the six academic years lasting minimum thirty-two weeks.
- e)** Committee examination grade: The sum of the grades obtained with theoretical examinations and small group practice sessions within a relevant committee.
- f)** **(SR dated 22.08.2023, no. 10) Final exam:** The examination administered at the end of the year, covering all subjects within the committees of a particular semester.
- g)** **Final exam grades:** The grades obtained through the examination administered at the end of the year covering all subjects within the committee of a particular term.
- ğ)** **Term Grade:** The grade obtained by adding 70% of intra-semester committee averages, and 30% of the **final grade**.
- h)** **Make-up Exam:** The examination administered for students having been unable to take any exams, and having their excuses accepted by the Dean.
- ı)** **Semester grade course:** The courses that constitute the semester grade for the first three years.
- i)** **School Board:** The Board of Atılım University School of Medicine,
- j)** **School Executive Board:** The Executive Board of Atılım University School of Medicine,
- k)** **Internship - General Practitioner Term:** The mandatory and elective practical training conducted under different major graduate school departments in the sixth year of the Medicine program.
- l)** **President:** The President of Atılım University,

m) Senate: The Atılım University Senate.

n) (SR dated 22.08.2023, no. 10) Clinical practice: The mandatory and elective theoretical and practical courses under different major graduate school departments for the fourth and the fifth year of the School of Medicine.

o) School of Medicine: Atılım University School of Medicine,

ö) (SR dated 22.08.2023, no. 10) Repealed.

p) University: Atılım University.

SECTION TWO

Student Status - Type of Education

Student Status

ARTICLE 4 - (1) Only full-time students are admitted to the School of Medicine. No part-time or auditing students are admitted.

Type of education

ARTICLE 5 - (1) Education is based on the principle that proposes committees as a base in years one, two and three; (SR dated 22.08.2023, no. 10) clinical practice in years four and five, and internship studies in year six.

(2) The curriculum consists of committee classes, end-of-semester courses, research project courses, the mandatory courses shared among the University as well as electives in the first three years; whereas **practical courses**, theoretical and **practical** compulsory and elective courses from various majors constitute years four and five, and internship practice, as well as elective courses, constitute year six. The curriculum is determined by the Senate upon the offer by the School Committee.

(3) Committee courses are represented without credits on the curriculum.

(4) Semester grade courses are represented as MED192, MED292 and MED392 for years one, two and three, respectively.

(5) Students inform the relevant Term Directorate of their choices, listed with respect to their preference, among the elective courses of the School of Medicine opening for the semester within the first week of the semester. Students may be assigned to courses that are lower on their preference lists, in the event of a student overload in a certain course compared to other courses.

(6) As the integration system is in effect at the School of Medicine, the theoretical and practical courses are integrated. Therefore, while it is not possible to have practice sessions in the first three years at an institution outside the School, external student applications may not be accepted for the same reason.

(7) Contracts signed with local or international higher education institutions may apply to student exchange programs that may be executed for **clinical practice** and internship courses of years four, five and six, within the framework of the European Union Student Exchange Program (ERASMUS), and Higher Education Council Student Exchange Programs.

(8) (SR dated 22.08.2023 no. 10) With the decision of the School Executive Board, the student may receive clinical practice and elective courses at another university in Türkiye, or abroad in their fourth and fifth years, and during their internship studies. The School Executive Board resolves in the recognition of the equivalence of the elective courses taken outside Atılım University.

Medium of instruction

ARTICLE 6 - (1) The courses, as well as the exams of the School of Medicine are in English (SR dated 22.08.2023, no. 10).

SECTION THREE

Principles of Attendance

Attendance

ARTICLE 7 – Students must attend courses, practice sessions, exams, and other academic studies necessitated by instructors. Student attendance is tracked by instructors.

(1) Students not having attended more than 25% of large group courses under each course committee in the first three years without an excuse are deemed ineligible for the committee exam, and are given the grade NA.

(2) Students not having attended (**SR dated 22.08.2023, no. 10**) more than 20% of each **committee** under practice sessions in the first three years are deemed ineligible for the evaluation exam relevant to that particular **committee**.

(3) Assessment and evaluation procedures for mandatory and elective courses outside of the field are executed by the relevant academic departments. Students having received (FF), (FD), (W), (NA) or (U) in a course, or not having taken their courses in their regular semester must take these courses in the first semester where they are available and included in curriculum. Students are required to be given at least (CC) in the relevant class to be eligible for their undergraduate diploma. In the event where these courses are later exempted from the program, students are to take appropriate alternative courses.

(4) During their fourth, fifth, and sixth years, during their **internship studies**, students unable to attend each **clinical practice course** over 20% of the duration of the courses in question without excuses are excluded from the **clinical practice** exams for the course of their absence, and graded NA.

SECTION FOUR

Exams, Evaluation and Grades

Exams and Evaluation

ARTICLE 8 - (1) Students are subjected to committee final exams and (**SR dated 22.08.2023, no. 10**) **final exams**. Examination dates are announced by the relevant Dean's Office/ term directorate. Amendments in examination dates are performed with the Dean's approval. Short exams except for committee exams or **final exams** may be executed without a set date. Final exams are held on the dates and at the classrooms announced by the University.

(2) Students unable to attend an exam due to a reason deemed righteous and valid by the relevant Office of Dean shall attend a make-up exam. However, make-up exams are not the case for practical courses without compensation.

(3) Semester grades are finalized once they are submitted to the ATACS by instructors.

Principles Regarding the Exams in the First Three Years

ARTICLE 9 - (1) The exams below are administered in the first three years:

a) Committee exam: The exam to assess the theoretical, practical, and small group sessions at the end of each committee.

b) Elective course exams: Performed by the relevant department. The grades achieved by students in these exams are logged as elective course grades (**SR dated 22.08.2023, no. 10**).

c) **Final exam**: A final exam is administered for large group courses in all committees at the end of each term. Student grades from the final exam are logged as **final exam grades**.

ç) Interim evaluation exams for small group practice sessions: A midterm exam is held at the end of each unit for small group practice sessions. Student grades from these exams are logged as interim evaluation examination grades.

d) **Final exam** for small group practice sessions: **At the end of each term**, small groups take practical exams that cover all practices **if deemed necessary by the school board**. Student grades from the final exam are logged as **final exam grades** for small group studies.

e) The lack of attendance in small group practice sessions does not affect the eligibility status for committee examinations.

f) Make-up exams: These are the exams provided to students who have been unable to take their actual exams, and have their excuses accepted by the Dean.

g) In the event where students taking the exam do not have the right to do so, their grades are annulled, even after their announcement. Answer sheets and/ or recordings are kept for a period of five years.

Examination process

ARTICLE 10 - (1) In the first three years, the final exam for small group practice sessions is held **at the end of each term** three days to a week following the final committee examination (**SR dated 22.08.2023, no. 10**).

(2) In the first three years; the **final theoretical exam** for the semester takes place minimum a week, and maximum three weeks later than the last committee exam; at the end of each semester.

(3) Where needed, the Executive Board may rule to have examinations in place on Saturday or Sunday, except for national or religious holidays.

(4) The required measures are taken by the Dean's Office to ensure security and prevent cheating.

(5) Examination dates are not subject to change once announced, except due to extraordinary conditions.

(6) Examinations are performed based on theory and/or practice, with regards to the features of the education program. (7) Faculty members or instructors may perform examinations for certain students or their entire section, informed or indefinitely, during courses and practice sessions.

Grades

ARTICLE 11 – (1) Students are given a letter grade for each course at the end of the semesters when they are registered. The grades are decreed by the instructor responsible for the course. Instructors may choose any method when grading, including the relative grading method.

(2) The Senate determines the courses for which an exemption exam is to be given, as well as the exemption conditions and procedures.

(3) Conversion tables prepared by the Council of Higher Education are used to convert grades to the 4-point or 100-point system, where necessary.

(4) (Senate Resolution dated 31.08.2021, no. 14) The grades and their equivalents that apply to courses coded "Medicine" (MED) in the **first three years (SR dated 22.08.2023, no. 10)** of the Medicine program are as follows:

Course Grade	Quotient	Points
AA	4.00	90-100
BA	3.50	85-89
BB	3.00	75-84
CB	2.50	65-74
CC	2.00	60-64
DD*	1.00	< 60
FF**	0.00	< 60

*For students who score lower than sixty in the Interim Committee Exam.

For students with a Term Grade of <60 after the **final exam.

a) (I): Incomplete

b) (NA): Failure due to non-attendance

(5) Students may not drop courses coded "MED."

Assessment of Exam Success, and Passing

ARTICLE 12 - (1) Committee course letter grades are determined according to committee exam results and mid-term assessments of small group practice sessions. These are announced at the end of the semester. The School Board determines the level of contribution of committee exams and small group midterm exams to committee course grades; as well as other issues affecting the grades; which is explained in the course syllabuses provided to students when a semester begins. Since committee

courses are not credited, letter grades received from these courses are not included in the semester and general grade point averages of students.

(2) **(SR no. 09, dated 12.08.2026)** (SR no. 10, dated 22.08.2023) The end-of-term examination grade is determined based on the results of the student's end-of-term theoretical examination and the end-of-term examination for small-group practical sessions. The contribution of the end-of-term theoretical examination and the small-group end-of-term examinations to the final examination grade, as well as other factors affecting this grade, are determined by the School Board and explained in the course syllabus provided to students at the beginning of the term.

(3) **(SR dated 22.08.2023, no. 09)** Term Grade: This is calculated by adding 70% of interim committee averages, and 30% of the final grade.

(4) Students failing in a semester grade course with the grade **DD** may enroll in the course in the Summer School following the relevant semester and take the exams. In this case, the grades obtained through Summer School substitute the **term** final exam grades for the relevant course and term; and the term grades are recalculated.

(5) **(SR no. 09, dated 12.08.2026)** Students who successfully complete the term course with a grade of at least (CC) shall also be deemed successful in the committee courses for which they received a (DD) or (NA), and their letter grades shall be adjusted to (CC).

(6) Students having failed with a semester course grade of (FF) are to repeat the committee courses of the relevant year, regardless of their letter grades for their committee courses.

(7) Students scoring an average of eighty and above in terms of committee exams may skip the **final term** exams, to receive the letter grade that corresponds to their committee exam averages; on the condition that they score at least seventy-five in each of their committee exams.

SECTION FIVE

Principles Regarding the Exams in Years Four and Five

Completion of Clinical Practice

ARTICLE 13 – (1) (SR dated 22.08.2023, no. 10) Students who have been absent in Clinical Practice courses with or without excuses are required to compensate for their period of absence to be able to take the exams for their Clinical Practice courses.

Clinical Practice Exam

ARTICLE 14 – (1) (SR no. 10, dated 22.08.2023) At the end of each **clinical practice course**, a **clinical practice** course examination covering the content of the relevant **clinical practice** is administered. The **clinical practice** exams may be oral and/ or written, and/ or practical. **Clinical practice** grades also depend on student performance and success throughout the clinical practice studies. Students are required to achieve the letter grade of minimum CC in **clinical practice** exams to pass their **clinical practice** courses. No separate make-up exams are provided for **clinical practice** courses.

○ Clinical practice course grades for Terms 4 and 5:

Course Grade	Coefficient	Points
AA	4.00	90-100
BA	3.50	85-89
BB	3.00	75-84
CB	2.50	65-74
CC	2.00	60-64
FF	0.00	< 60

a) (I): Incomplete

b) (NA): Failure due to non-attendance

Failing Clinical Practice studies

ARTICLE 15 – (1) (SR dated 08.09.2025, no. 07)

Students failing at least one clinical practice course are required to take their failed clinical practice courses in the Summer School following the relevant semester and re-take their clinical practice exams. Students failing their clinical practice courses at the end of the Summer School are required to repeat their failed clinical practice course(s) in the next academic year. Provided that attendance conditions are met; students failing in at least one clinical practice course in the program of Term IV may advance to Term V. After students complete their Term 5 courses, students who failed Term IV and/or Term V clinical practical courses due to absence are granted the right to attend summer school to make up for the period they were absent from these courses, and to take the courses they had to repeat due to previously failing their Summer School exam. However, such students are required to pass their clinical practice courses in full, before starting their internship studies in Term VI.

If the missing courses remain incomplete at the end of the summer school, students may first register for the remaining courses in the following academic semester, and if they pass these courses within the semester, they may begin their internship training within the same semester upon a resolution by the School Executive Board.

SECTION SIX**Principles on Year Six****Assessment of the internship-general practitioner period**

ARTICLE 16 - (1) The student success assessment for this period is performed at the end of each Department Major study on the grades presented in **Article 11 of this Directive (SR dated 22.08.2023, no. 10)**, taking into account their clinical, polyclinic, laboratory and field studies, their patient interviews; as well as the epicrisis, their treatment and interest in patients; their turns of duty, seminars attended, and their success in clinical and clinical pathological meetings. Students are required to achieve at least the letter grade of CC to be deemed successful in each **practical internship course**.

SECTION SEVEN**Effective Date and Execution****Effective Date**

ARTICLE 17 – (1) These Regulations shall enter into effect when the Academic Year of 2019-2020 begins.

Execution

ARTICLE 18 - (1) This Directive is executed by the President of Atılım University.