

(Senate Resolution dated 31.08.2021 no. 14)  
(Senate Resolution dated 18.12.2019 no. 10)

## **ATILIM UNIVERSITY SCHOOL OF MEDICINE EDUCATION REGULATIONS**

### **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 on the basis of Article 14 of the Higher Education Law dated 4/11/1981, no. 2547, and Atılım University Associate and Undergraduate Education and Examination Regulations.

##### **Definitions**

**ARTICLE 3 - (1)** The definitions regarding these Regulations are as follows:

- a) Large Group Courses: Compulsory and elective theoretical courses for each committee in the first three years of the School of Medicine, mainly 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, mainly 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, basically 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) Final exam: The examination administered at the end of the year, covering all subjects within the committee of a particular semester.
- g) Term 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 semester.
- ğ) Semester Grade The grade obtained by adding 70% of intra-semester 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 covered by 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 hands-on 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) Internship: 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) Unit: The sub units of large group courses or small group practice sessions within the integrated system in effect at the School of Medicine, managed by each major graduate school department.
- 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, clinical internship in years four and five, and internship in year six.

**(2)** The curriculum consists of committee classes, end-of-term courses, research project courses, the mandatory courses shared among the University as well as electives in the first three years; whereas training and electives constitute years four and five, and the 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 training 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.

#### **Language of Study**

**ARTICLE 6 - (1)** Programs of the School of Medicine are in English.

## **SECTION THREE**

### **Principles of Attendance**

#### **Attendance**

**ARTICLE 7 –** Students have to 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 more than 20% of each unit under practice sessions in the first three years are deemed ineligible for the evaluation exam relevant to that particular practice session.

**(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)** Students unable to attend 20% of the duration for their training or internship courses in years four, five or six without an excuse are ineligible for the internship examination for the relevant course, and receive the grade NA.

## **SECTION FOUR**

### **Exams, Evaluation and Grades**

#### **Exams and Evaluation**

**ARTICLE 8 - (1)** Students are subjected to end-committee exams and 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 finals may be carried out indefinitely. 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 applied/ practice courses.

**(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 exams: The exams to assess the theoretical, practical and small group sessions at the end of each committee.

b) Elective course exams: Performed by the relevant department. Student grades for these courses are logged as exam grades.

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

c) Interim evaluation exams for small group practice sessions: An interim evaluation 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: A final examination is held at the end of each term for small group practice sessions, covering all units. 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: The examination is administered for students having been unable to take any exams, and having 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 semester three days to a week following the final committee examination.

**(2)** In the first three years, the final exam is held at the end of each semester, and three days to a week after the final committee exam.

**(3)** Where needed, the Executive Committee 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 semester for which they are registered. The grade is 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 Medicine program are as follows:

Course Grade	Coefficient	Score
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 60 in the Interim Committee Exam.

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

a) (I): Incomplete

b) (NA): Not Attended and Failed

(5) Students may not drop courses with a medical code.

### **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 contribution of the committee exams and the mid-term assessments of small group practice sessions to the committee course grade, as well as the other matters affecting the grade, are determined by the School Board and announced in the course syllabus given to students at the beginning of the semester. As committee courses do not have credits, their letter grades are not included in the GPA or CGPA of students.

(2) Final exam grades are determined taking the results of final examination grades themselves, and the results of the final exams for small group practice sessions. The contribution of the finals and the final assessments of small group practice sessions to the final exam grade, as well as the other matters affecting the grade, are determined by the School Board and announced in the course syllabus given to students at the beginning of the semester.

(3) Semester grades comprise of 70% of committee course grades, and 30% of final exam grades.

(4) Students failing in a semester grade course with the grade (FF) 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 exams substitute the exam grades for the relevant course and semester; and the semester grades are recalculated.

(5) (**Senate Resolution dated 31.08.2021 no. 14**) Students passing their semester grade courses with the letter grade of at least (CC) are deemed to have passed their committee courses for which they have scored (DD) or (NA).

(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 80 and above in terms of committee exams may skip the final exams, to receive the letter grade that corresponds to their committee exam averages; on the condition that they score at least 75 in each of their committee exams.

## **SECTION FIVE**

### **Principles Regarding the Exams in the Fourth and fifth Years**

#### **Completion of internship studies**

**ARTICLE 13 - (1)** Students who have excused or unexcused absences during their internship studies must compensate their absence in order to take the internship exam.

## **Internship exam**

**ARTICLE 14 - (1)** An internship exam covering the relevant internship studies is administered after each internship study. The internship exam may be oral, written, or both, and/ or practical. Internship grades also depend on student performance and success throughout the relevant internship studies. Students are required to achieve at least a CC grade to be deemed successful in each internship course. No individual make-up exams are held for internship exams.

## **Failure in internships**

**ARTICLE 15 - (1)** Students failing one or more internship courses are to register to their failed internship courses for summer school following the relevant semester, to retake their internship exams. Students failing their internship studies at the end of summer school are given the right to repeat these internship studies in the next academic year. Students completing the internship studies for the relevant year in their entirety pass the year, and may enroll in the internship studies of the relevant year.

## **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 10 of this Directive, 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 a CC grade to be deemed successful in each 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.