(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

# DIRECTIVE ON EDUCATION AND EXAMINATION

**SECTION ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose and Scope**

**ARTICLE 1 –**(1) This Directive aims to specify the conditions regarding student registration, education, and examination at Atılım University School of Medicine.

**(2)** This Directive covers the provisions relevant to education, student registration and admittance, as well as examination at Atılım University School of Medicine.

# Basis

**ARTICLE 2 - (1)** This Directive is based on Article 14 of Higher Education Law dated 4/11/1981, no. 2547, and Atılım University Regulations on Associate and Undergraduate Degree Education and Examination.

# Definitions

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

1. 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.
2. Practical courses: 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.
3. 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.

1. Term: Each of the six academic years lasting minimum thirty-two weeks.
2. Committee examination grade: The sum of the grades obtained with theoretical examinations and small group practice sessions within a relevant committee.
3. **(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.
4. **Final exam grades:** The grades obtained through the examination administered at the end of the year, covering all subjects within the committees of a particular semester.

ğ) Semester Grade: The grade obtained by adding 70% of intra-semester averages, and 30% of **the final grade.**

1. 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.

1. School Board: The Board of Atılım University School of Medicine,
2. School Executive Board: The Executive Board of Atılım University School of Medicine,
3. Internship - General Practitioner Term: The compulsory and optional practical training in Year Six of the medical school program under various department majors.
4. President: The President of Atılım University,
5. Senate: The Atılım University Senate;
6. **(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.
7. School of Medicine: Atılım University School of Medicine,

# ö) (SR dated 22.08.2023, no. 10) Repealed.

1. 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.

1. 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.
2. Committee courses are represented without credits on the curriculum.
3. Semester grade courses are represented as MED192, MED292 and MED392 for years one, two and three, respectively.
4. Students inform the relevant Semester 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.
5. 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.
6. 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.

# (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 are required 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 their large group courses under each course committee in the first three years without an excuse are deemed ineligible for the committee exam, and are graded NA.
2. As for practical courses of their first three years; students failing to attend over 20% of each **(SR dated**

**22.08.2023, no. 10)** of their **committees** without excuses are excluded from the evaluation exam for the practical examination of their **committee(s)** of absence.

1. 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 semesters, are required to take these courses in the first semester where these are available and included in curriculum. Students are required to be graded at least (CC) in the relevant course 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.
2. During their fourth and fifth years, as well as their **internship studies** in Year 6, 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 end-of-committee 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 carried out indefinitely. **Final** exams are held on the dates and at the classrooms announced by the University.

1. 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.
2. 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:

1. Committee exam: The exam to assess the theoretical, practical and small group sessions at the end of each committee.
2. Elective course exam: 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)**.
3. **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**.

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 midterm examination grades.

1. **Final Exam** for Small Group Practice Sessions: At the end of each term, a final exam for **all small group practices may take place if deemed necessary upon a resolution by the school board.** Student grades from the final exam are logged as **final exam grades** for small group studies.
2. Absence in small group practice sessions does not affect the eligibility status for committee examinations.
3. Make-up exams: These are the exams provided to students having been unable to take their actual exams, and having their excuses accepted by the Dean.
4. In the event where students taking a make-up 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 **(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.

1. Where needed, the Executive Board may rule to have examinations in place on Saturday or Sunday, except for national or religious holidays.
2. The required measures are taken by the Dean’s Office to ensure security and prevent cheating.
3. Examination dates are not subject to change once announced, except due to extraordinary conditions.
4. 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.

1. The Senate determines the courses and conditions for exemption, as well as related conditions and procedures.
2. Conversion tables prepared by the Council of Higher Education are used to convert grades to the 4-point or 100-point system, where necessary.
3. (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** | **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** |
| **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.

* 1. (I): Incomplete
  2. (NA): Failure due to non-attendance

1. Students may not drop courses coded “Medical”.

# Assessment of Exam Success, and Passing

**ARTICLE 12 - (1)** Committee course letter grades are determined according to committee exam results and midterm 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 dated 22.08.2023, no. 10)** The final exam grades of students are determined as per the results received in the **final** exam, as well as in small group practice **final exams**. The School Board determines the level of contribution of **final** exams and small group practice **final exams** on the **final exam** grades of students, as well as the other factors affecting these grades; which is explained in the syllabuses provided to students when a semester begins.

1. Semester grades comprise of 70% of committee course grades, and 30% of **final** exam grades.
2. 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 substitute the **final** exam grades for the relevant course and semester; and the semester grades are recalculated.
3. 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 previously scored (DD) or (NA).
4. 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.
5. Students scoring an average of 80 and above in terms of committee exams may skip their **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.

**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/ semester directorate. Amendments in examination dates are performed with the Dean’s approval. Short exams except for committee exams or **final exams** may be carried out indefinitely. **Final** exams are held on the dates and at the classrooms announced by the University.

1. 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.
2. Semester grades are finalized once they are submitted to the ATACS by instructors.

# 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) At the end of each **clinical practice training** **(SR dated 22.08.2023, no. 10)**, a **clinical practice exam** on the content of the practical training received shall be held. 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.

# SECTION FIVE

**Principles on the Exams of Years Four and Five**

**Grading for the clinical practice courses in 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** |
| **DD** | **1.00** | **< 60** |
| **FF** | **0.00** | **< 60** |

* 1. **(I): Incomplete**
  2. **(NA): Failure due to non-attendance**

**Failing Clinical Practice studies**

**ARTICLE 15 – (1) (SR dated 15.01.2025, no. 01)** 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.

# SECTION SIX

**Principles for 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 epicrises, 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)** This Directive 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.