

HALIÇ UNIVERSITY

FACULTY OF MEDICINE EDUCATION AND EXAMINATION DIRECTIVE

SECTION ONE

Aim, Scope, Basis and Definitions

AIM

Article 1: The purpose of this Directive is to determine the procedures and principles regarding education, examinations and graduation in the Faculty of Medicine.

SCOPE

Article 2: This directive covers how the education and training programs implemented in the Faculty of Medicine will be organized, how assessments and evaluations will be made; diplomas and titles; includes internships, graduation work and other teaching studies.

BASIS

Article 3: This Directive has been prepared within the general framework of "Haliç University Associate and Undergraduate Education Regulations", taking into account NQF-HETR (National Qualifications Framework for Higher Education in Türkiye) and National CEP (Core Education Program).

DEFINITIONS

Article 4: The terms that appear in this Directive shall refer to the following;

University: Haliç University

Board of Trustees: Haliç University Board of Trustees

Rector: Haliç University Rector

Senate: Haliç University Senate

Faculty: Haliç University Faculty of Medicine

Dean: Haliç University Faculty of Medicine Dean

Student: Students studying at Haliç University Faculty of Medicine

Faculty Board: Faculty Board of Haliç University Faculty of Medicine

Faculty Board of Directors: Board of Directors of Haliç University Faculty of Medicine

Medical Education and Curriculum Committee: The committee that consists of Department Representatives, Coordinators and their assistants, which is responsible for the organization of undergraduate education at the faculty and the development of the curriculum

Chief Coordinator: Faculty Member responsible for the planning, execution and coordination of education and training programs in the faculty and assigned by the Dean

Assistant Chief Coordinator: Assistant Chief Coordinator appointed by the Dean

Grade: The entire period covering the education and measurement-evaluation processes in an academic year in the faculty

Grade Level Coordinator: A faculty member appointed by the Dean at the beginning of each academic year and responsible for the regular conduct and coordination of each Grade's education

Subject Committee: The whole of the systems-based teaching, assessment and evaluation activities in the first, second and third grades, which are mainly formed according to the horizontal and vertically integrated subject headings, in which the course groups that concern more than one discipline, including vocational and clinical skills courses, that are taught theoretically and/or practically within a certain time and flow

Chair of Subject Committee: Faculty member appointed by the Dean and responsible for the organization and conduct of the education training and examinations of the Subject Committee

Vice Chair of Subject Committee: Vice President of the Subject Committee appointed by the Dean

Subject Committee Examination Commission: Every instructor appointed by each department that has a course in the relevant Subject Committee except for the Chair and Vice Chair of the Subject Committee

Clerkship: Training given to students in the fourth and fifth grades, mainly for the practice of the profession of medicine

Clerkship Director: Faculty member responsible for clerkship education in each department

Internship Period: A twelve-month education period that allows students who have completed their clerkships to practice the profession of medicine under the guidance of a faculty member during the sixth grade

Internship Director: Faculty member responsible for Internship Period Education in each department

Elective: A course in the faculty curriculum, chosen by the students considering their field of interest

Advisor: Instructor assigned to deal with the education and other problems of the students

SECTION TWO

Education

Article 5: Education at Haliç University Faculty of Medicine is provided in two separate programs in Turkish and English. Language of instruction proficiency is required for students enrolled in Turkish and English programs. Those who are not qualified are put into preparatory classes (Haliç University Associate and Undergraduate Education and Training Regulations). Students enrolled in the English program must also pass the Turkish proficiency exam in order to continue the "Clinical Medicine Sciences Period". Turkish and English education programs are carried out as equivalents.

Article 6: The education period in the Faculty of Medicine is six years and consists of three consecutive main periods:

A) Clinic-Integrated Basic Period:

1) In the first three grades, education mainly consists of Subject Committees formed according to the theoretical and/or applied, horizontally and vertically integrated topics, including systems-based, vocational and clinical skills courses, and the subject committee passing credit system is applied in the exams.

- 2) The purpose of the Clinic-Integrated Basic Period is to provide the foundation of medical sciences with vertical integration with the clinic, to present it with both theoretical and skill applications and preparation for the Clinical Medicine Sciences Period, where this will be reinforced with practical clinical training for the application of the art of medicine.
- 3) During the Clinic-Integrated Basic Period, the course passing credit system is applied for the courses other than the Subject Committee courses (Elective Courses, etc.)
- 4) At least one midterm and final exam is held each semester for each Subject Committee course and the courses outside the Subject Committee. Final exams of all courses, including the courses not attended during the semester, are held at the end of the semester. A maximum of two exams can be held in a day.
- 5) Attendance is compulsory. Students who do not attend 70% of the theoretical courses and 80% of the applied courses cannot take the exams of those courses. Students have to complete their attendance by repeating the courses they have not attended. When and how the make-up courses will be held is determined by the decision of the "Faculty Board of Directors".
- 6) Students who fail the exams despite attending the Subject Committee and courses outside the Subject Committee are obliged to take the failed course programs and take the exams in the next academic year without any attendance requirement. (If the students wish to retake the midterm exam of the course that they failed or have their grade counted. In any case, they must apply to the dean's office with a petition. If he/she does not apply, the previous midterm exam grade is considered valid.) In such cases, the total ECTS of the retaken courses in a semester cannot exceed 50% of the ECTS (**European Credit Transfer System**) value of the relevant semester. A student whose **Weighted Grade Point Average** (CGPA) is below 2.00 for two consecutive semesters in an academic year cannot continue to the next academic year. They have to take the failed courses again and raise their CGPA to 2.00 or above.
- 7) Students must complete all Subject Committees of the Clinic-Integrated Basic Period by the end of the third year. Otherwise, they are not allowed to start the Clinical Medicine Sciences Period. However, provided that their CGPA is not below 2.00, if the number of failed Subject Committees during the Clinic-Integrated Basic Period is one at most, the failed Subject Committee can be included in the student's program in the next academic year without any attendance requirement.
- 8) Courses other than the Subject Committee do not constitute a prerequisite for starting the Clinical Medicine Sciences Period.
- 9) Medical Skill Practices: During this semester, students are taught the medical skills they need to acquire. In this regard, the "Medical Skills Practices Guide" prepared by the "Medical Education and Curriculum Commission" or "Department of Medical Education" and approved by the faculty board of directors is taken as basis.
- 10) Each academic year in the Clinic-Integrated Basic Period consists of two semesters, fall and spring. A semester is at least fourteen weeks (70 working days), excluding exam and registration periods.

B) Clinical Medicine Sciences Period:

- 1) Covers the fourth and fifth grades where there are Clerkships that include laboratory work and applied areas such as clinics, polyclinics, and operating rooms. Each class consists of a 1-year term.

During a year, the order in which the clerkships are written in the curriculum and how they will be carried out is determined by the decision of the faculty board of directors.

2) The purpose of the Clinical Medicine Sciences Period is to reinforce the theoretical knowledge and skill applications learned in the Clinic-Integrated Basic Period with practical clinical training for the application of the art of medicine and to prepare for the internship period.

3) During the Clinical Medicine Sciences Period, each Grade is completed in at least 42 weeks. When a part of this period requires training outside the institution, it happens with the decision of the Faculty Board of Directors. Students may be exempted from Clerkships completed in any other institution by the decision of the Faculty Board of Directors. (The grade given in the institution where the internship is exempted is valid. If no grade is given, the student's status is evaluated by taking the exams separately).

4) **Obligation to Attend Clerkships:** Students who do not attend 70% of the theoretical courses, and 80% of the applied courses cannot take the clerkship exam. For the students who are to repeat the clerkship, when and how the relevant Clerkship will be compensated is determined by the decision of the faculty board of directors.

C) Internship Period:

1) It is the sixth grade that allows students to practice the profession of medicine for an uninterrupted period of twelve months. Education is carried out within the scope of "Halic University Faculty of Medicine Intern Directive".

2) The purpose of the Internship Period is to ensure that the knowledge, skills, and competencies acquired in the previous periods can be applied and developed under the supervision of the instructors.

3) The condition for the student to start this period is to have passed all the exams of the compulsory and Elective courses up until this stage, and of the clerkships that must be taken in fourth and the fifth grade.

4) The success of students in the Internship Period is determined by the Internship Director of the relevant course considering their; clinical, polyclinical, night-shifts, laboratory and field works; prepared patient files; relations with patients, patient guardians, physicians, and their friends in other professional groups and the training meetings they attend. The result is defined as adequate (S) or inadequate (F). At the end of the internship training of any course, the student who has been deemed sufficient and succeeded will have obtained the ECTS of the relevant course. A student who is deemed inadequate from any course, has to take the Internship training of that course again until they are deemed adequate.

5) When a part of the Internship Period requires training outside the institution, it happens with the decision of the Faculty Board of Directors. Students may be exempted from the Internship Period courses completed in any other institution by the decision of the Faculty Board of Directors.

6) Students who complete the 5th grade with a delay, and are entitled to start the Internship period, can begin the internship at any time by registering for the first internship period.

SECTION THREE

Evaluating-Grading

Article 7: (1) Evaluation of each Subject Committee, non-Subject Committee course, and Internship training is under the responsibility of the Medical Education and Curriculum Committee and is done through feedback received from the trainers and students who attended the training following the completion of the relevant training.

(2) The schedule of the start-end, midterm, final, and make-up exams of each Subject Committee and non-Subject Committee course is announced at the beginning of every academic year, taking into account the University's academic calendar. If necessary, changes can be made on these dates by the Faculty Board of Directors at least 10 working days in advance.

(3) Exams are held as final, midterm, resit and make-up exams. Make-up exams are only valid for midterm exams. There is no make-up exam for final and resit exams. Students who cannot take the midterm exam must notify the dean's office with a documented excuse within 3 (three) working days at the latest. Students whose excuse is accepted take the excuse exam on the date determined by the faculty board of directors. The student cannot take any exams during the excused period, and if he/she has taken an exam, the exam is canceled. However, in cases (such as illness, accident, etc.) that occur after the exam(s) he/she has taken, it is considered valid provided that the date and time are specified in the document submitted. If necessary, a "Resit Exam" can be held by the faculty board of directors. In this case, when and how it will be held is specified in the decision of the board of directors and announced at least 10 days in advance. (Resit exams can be opened only for the midterm or final exam or for all of them. Students must specify the stage of the exam they want to take by applying with a petition. Successful students cannot take these exams to raise their grades).

(4) The passing grade in Subject Committees, non-Subject Committee courses, and Internship training is 60 out of 100.

(5) Grade point is calculated by taking 40% of the midterm exam grade of the relevant course and 60% of the final or make-up exam grade.

(6) The prerequisite for calculating the grade point in the final and make-up exams of the Subject Committees and non-Subject Committee courses is to score at least 50 points out of 100.

(7) While the midterm exams for the Subject Committees may be written and/or oral and/or applied, the final and make-up exams are administered as written exams.

(8) When and how the midterm exams are held for Subject Committees and non-Subject Committee courses that do not last throughout the semester will be determined by the Subject Committee Examination Commission and announced at the beginning of the course.

(9) The student may get the midterm exam grades of non-Subject Committee courses as a result of written and/or oral exams, or can obtain them from fieldwork, application, homework, projects, seminars, attendance, laboratory, care plans, clerkship, and similar semester studies.

(10) In the final and resit exams of the Subject Committees and non-Subject Committee courses, an additional practice exam may be held for the applied courses. The effect of the practice exam on the final grade is announced in advance. The practice exam can take the form of a structured oral or written exam. It must be documented under all circumstances. The application grade cannot exceed 30% of the final grade of that course. (Homework, projects, seminars, attendance, and similar studies done as a requirement of the course can be evaluated within the scope of the Practice Exam.)

(11) In the Subject Committee, 30% of each course is the threshold score. If the total score of the subject committees is 60% and above; the students can take the make-up exam only from the

courses in which they are below the threshold. The grade taken in the make-up exam is included in the grade point calculation. Subject Committee exams can be held as a whole, or they can be held separately for each of the Subject Committee courses. In both cases, the raw grades are combined according to the percentages determined for each course. The form of the exam is announced by the Subject Committee Examination Commission 15 days in advance. The method to be used in the evaluation of raw grades in midterm and final exams is determined by the recommendation of the examination commission and the approval of the dean.

(12) In the disciplines with a weight ratio of less than 5% in the committee courses, a 30% threshold score is not applied or they can be evaluated by adding a weight score within the nearest discipline. This situation is determined in advance by the "Subject Committee Examination Commission" and announced to the students.

(13) Students who score 50% or more and fail to achieve a 60 grade point average in the course committee grade point calculation can take the make-up exam for a maximum of 3 courses, starting with the lowest average or take the make-up exam from the entire committee course if they wish. Before the make-up exam, it is announced from which courses the student can take the exam, the student has to indicate their course preference. A student cannot take the exam for the courses she/he has not specified.

(14) The faculty board of directors decides which of the matters written in paragraphs (11), (12), (13) of Article 7 will be applied or not and announces them at the beginning of the academic semester.

(15) Students who fail the common compulsory courses cannot start the **Internship** Period.

(16) The theoretical and practical exam at the end of each Clerkship is called the Clerkship exam ("Practice Exam" is considered as a midterm, "Theoretical Exam" is considered as a final exam). The theoretical exam can be made in the form of multiple choice, open-ended and answer questions in written form. Each part of the exam can be written and/or oral. It is imperative to score at least 60 points out of 100 to be considered successful. In order to calculate the grade point, the student must score at least 50 points from the theoretical exam. The impact ratio of the theoretical exam is 60%. The remaining 40% is determined by the practice exam. The practice exam grade can be determined by the sum of the grades given during the clerkship and/or the exam to be held at the end of the clerkship. In this case, 60% of the practice exam grade and 40% of the sum of the Clerkship evaluation scores are taken and added to the practice exam grade calculation. Students who fail the Clerkship exam can take the make-up exam on dates to be determined by the faculty board of directors. The practice exam grade obtained in the final is also valid for the make-up. The student who fails the make-up exam repeats the relevant clerkship. A make-up exam may be held for students who could not take the practice exam due to a valid excuse accepted by the Dean.

(17) In order for the student to continue to the fifth grade, it is a condition that the student must be successful in the exams of all the clerkships (excluding elective clerkships) that he/she must take in the fourth grade and, if any, a Subject Committee from the Clinic-Integrated Basic Period. However, provided that the attendance requirement is met, the faculty board of directors is authorized to hold make-up exams for up to 2 courses and to let the student continue to the 5th grade until the exams are held. The provisions of paragraph 3 of Article 7 apply to make-up exams. Students are obliged to complete the elective courses that they have failed or failed in previous semesters and be successful in this semester. The student is to be included in the ongoing clerkships of the 5th grade from the date of the completion of the extended period due to the compulsory courses or clerkships that are taken again as a result of failure in the 4th grade, from the date of the start of the clerkship, regardless of the order.

(18) Students who fail the exams despite continuing their Clerkships during the Clinical Medicine Sciences Period are obliged to take the failed clerkship again into their programs and take the exams. The practical and theoretical exams of the clerkship included into the program in this way are held again on the dates determined by the faculty board of directors (Students who have completed the clerkship and have taken the practical exam are not required to take this exam again, the score they receive is included in the success grade calculation). Students who repeat the exam can take the exams by application, and if they fail the exams 3 times, they have to continue the relevant clerkship again and be successful.

(19) Elective clerkships are clerkships that students take with the approval of their advisors to improve their skills and knowledge. It is imperative that they attend and succeed. Successful or unsuccessful students are determined by the Clerkship Director. The students are not given a numerical grade. The grade is indicated with "S" (Successful) or "F" (Failed). The students get the ECTS value of the clerkship course they are successful in.

(20) Objection to any exam result can be made in the presence or suspicion of an error of fact. The objection can be made by making a written application to the Dean's Office within three working days after the examination results are duly announced.

(21) Absolute Evaluation System is applied to the calculations of the Grade Point. The point and letter equivalents of the grade points and the grade ranges in the absolute evaluation system are given below:

Grade Point	Letter Grade	Meaning	Percentage
4.00	AA	Excellent	90-100
3.50	BA	Very Good	80-89
3.00	BB	Good	70-79
2.50	CB	Intermediate	65-69
2.00	CC	Adequate	60-64
0.00	FF	Failed	0-59
0.00	NA	Absent	0

(22) The faculty board of directors is authorized to make changes in the evaluation of the grades of the courses deemed necessary in extraordinary circumstances or to apply a "relative evaluation system".

Graduation Grade

Article 8: Graduation grade is determined according to the CGPA of the grades the student received in the semesters until the completion of the fifth grade. For the graduation grade to be valid, the student must be successful in all the courses required to be completed in the Internship Period in the sixth grade by getting deemed adequate (S).

Graduation Title

Article 9: Students who graduate after having successfully completed all their courses are given the title of **Medical Doctor (MD)**.

Execution

Article 10: The provisions of this Directive are executed by the Dean of Haliç University Faculty of Medicine.

Entry into Force

Article 11: This Directive is put into force as of 27.10.2022 when it was accepted by the Haliç University Senate with the decision numbered 2022/11.

Miscellaneous Provisions

Article 12: In cases where there is no provision in this Directive, action is taken according to the decisions of the Faculty Board of Haliç University Faculty of Medicine and Faculty Board of Directors in line with the provisions of "Haliç University Associate Degree, and Undergraduate Education Regulation" and other relevant legislation.