

**BAHÇEŞEHİR UNIVERSITY FACULTY OF MEDICINE EDUCATION AND
EXAMINATION REGULATION**

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Regulation is to regulate the procedures and principles regarding the medical education and training and assessment and evaluation processes and procedures at Bahçeşehir University Faculty of Medicine.

Scope

ARTICLE 2 - (1) This Regulation covers the provisions regarding the registration, education-training and assessment-evaluation processes and procedures of Bahçeşehir University Faculty of Medicine undergraduate students.

Basis

ARTICLE 3 - (1) This Regulation has been prepared based on Article 14 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4 - (1) In this Regulation;

- a) ECTS: European Credit Transfer System,
- b) Academic student counselor: A faculty member assigned by the Dean who deals with students' education and other problems,
- c) Academic calendar: The calendar announced by the Rectorate every year and showing the dates of the academic year,
- ç) Midterm exam (Formative exam): Midterm exam or exams held during the professional practice of a course board,
- d) Chief Coordinator: The faculty member who is responsible for the planning, execution and coordination of education and training programs at Bahçeşehir University Faculty of Medicine and determined by the Dean,
- e) Science advisor: Faculty members who guide students in scientific research practices at Bahçeşehir University Faculty of Medicine,
- f) Makeup exam: A form of exam that can replace the final exams held at the end of the year in the first, second and third grades, and each training practice exam in the fourth and fifth grades,
- g) Core education program (CEP): The framework that determines the level of pre-graduation knowledge, skills and attitude trainings and knowledge education of Bahçeşehir University Faculty of Medicine,
- ğ) Framework education program: The whole set of principles that determine the main structure of the program in Bahçeşehir University Faculty of Medicine education, from educational approach and principles to competency areas, from learning content to learning and evaluation methods, from implementation process to evaluation process,
- h) Dean: Dean of Bahçeşehir University Faculty of Medicine,
- ı) Vice Dean: Bahçeşehir University Faculty of Medicine Assistant Dean Responsible for Education,
- i) Course credit: The value of all the work that the student must fulfill such as theoretical lectures, practice, individual study, exams, homework assignments in order to successfully complete a course,
- j) Course committee (Committee): Theoretical and applied courses given by different departments of the faculty in the first three years of the education program, in predetermined time periods, in an integrated order in connection with each other, and the whole set of courses consisting of integrated sessions and panels,
- k) Course committee member in charge: The faculty member responsible for the operation of the education program of the course board for which they are responsible, the preparation, implementation and evaluation of the exams,

- l) Vertical corridor courses: Courses that are appropriate to the content of the education program, have contextual continuity between classes, are structured within a specific theme and/or special study pieces structured in accordance with class goals and objectives,
- m) Term (Class): One academic year of education in the Faculty of Medicine,
- n) Semester coordinator: The faculty member appointed by the Dean for each year, who coordinates the education programs and examinations between the course boards and professional practice groups within the year in question,
- o) Integrated system: Preparation and presentation of the subjects together with the contribution of related disciplines, ö) Faculty: Bahçeşehir University Faculty of Medicine,
- p) Faculty Board: Faculty Board of Bahçeşehir University Faculty of Medicine,
- r) Faculty Board of Directors: Bahçeşehir University Faculty of Medicine Faculty Board of Directors,
- s) Phase: Education periods that have common features in terms of purpose, content, method and educational environments in the faculty's education program,
- ş) GPA (Grade Point Average): The score obtained by dividing the sum of the credit-weighted points of all courses taken by the student's program by the total ECTS value of these courses,
- t) Internship: The twelve-month period in the sixth grade during which clinical, outpatient clinic and field studies are trained,
- u) Theoretical exams: Written or electronic examinations to measure different levels of knowledge for aims and objectives,
- ü) Professional practice: In the fourth, fifth and sixth grades, theoretical and / or practical education in which the subjects related to the practice of the profession of medicine by clinical medical sciences are covered theoretically and / or practically,
- v) Professional practice supervisor: The faculty member from the relevant department responsible for the regular execution of the professional practice program,
- y) Transcript: In medical education, a document showing all the grades received according to the results of the assessment and evaluation,
- z) Objective structured clinical examination (OSCE): Objective structured clinical examinations,
- aa) Common compulsory courses: Compulsory courses other than course board and professional practice courses,
- bb) Pre-assessment exam (Diagnostic Exam): The pre-assessment exam or exams, the scope of which is explained to the students at the beginning of the course board or professional practice, and which are conducted to determine their level of knowledge,
- cc) Rectorate: Bahçeşehir University Rectorate,
- çç) Senate: Bahçeşehir University Senate,
- dd) Elective Course: Theoretical and / or applied courses that last for one semester in Faculty Phase 1, determined by the students' choices according to their fields of interest, included in the education program of the Faculty or in the undergraduate education programs affiliated with Bahçeşehir University,
- ee) Final evaluation exam (Summative Exam): Theoretical and practical exams at the end of the course board and vocational training to measure the degree of achievement of the target of the provided education,
- ff) Practical exams: Examinations used to assess the use of knowledge, attitudes and skills individually or as a whole,
- gg) University: Bahçeşehir University,
- ğğ) Structured oral exam: An oral exam for which the answers are prepared and scored in advance,
- hh) YÖK: The Presidency of the Council of Higher Education.

PART TWO

Student Admission-Registration Conditions

Student admission

ARTICLE 5 - (1) Students are admitted to the faculty in accordance with Law No. 2547, the relevant legislation and Article 6 of Bahçeşehir University Associate and Undergraduate Education and Examination Regulation published in the Official Gazette dated 14/11/2019 and numbered 30948.

Admission of students through lateral transfer

ARTICLE 6 - (1) In the applications for lateral transfer to the medical program, the provisions of the Regulation on the Principles of Transfer between Associate and Undergraduate Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions published in the Official Gazette dated 24/4/2010 and numbered 27561, and the conditions specified in Article 7 of Bahçeşehir University Associate and Undergraduate Education and Examination Regulations and other relevant legislation provisions apply. Inter-institutional transfers are made only at the beginning of the academic year due to the year-based education program at the Faculty.

Course adaptation and exemptions

ARTICLE 7 - (1) If students wish to be exempted from the courses and professional practices that they have taken and succeeded in national and international higher education institutions with recognized equivalence, they must apply to the Dean's Office with a petition containing the courses they want to be exempted from and the original approved transcript document. Applications are made until the end of the first week of the first year in which the student enrolls. The courses and professional practices to be exempted are decided by the Faculty Adjustment Commission, taking the opinion of the relevant department when deemed necessary.

Other issues related to student admission and enrollment

ARTICLE 8 - (1) The provisions of Bahçeşehir University Associate Degree and Undergraduate Education and Examination Regulations are applied for initial registration, registration renewal, deregistration, registration suspension, tuition fees, and admission of guest and special students.

PART THREE

Academic Calendar and Principles Regarding Education and Training

Academic calendar

ARTICLE 9 - (1) Changes related to the academic calendar are submitted to the Senate every year by the Faculty Board upon the proposal of the Supreme Board for the Development of Medical Education. After the decision is taken in the Senate, it enters into force by being announced by the Rectorate.

(2) Each semester consists of the sum of fall and spring semesters. In case of compulsory situations, the Faculty Board may submit its proposal to the Senate within the scope of the first paragraph in order to make changes and arrangements in the education periods, exam dates and related course schedules.

(3) Due to the different education program at the Faculty, the semesters may differ from the University academic calendar.

Duration of education and credit value

ARTICLE 10 - (1) The normal education period in the medical degree program is six academic years. The maximum period of study for full-time students is nine academic years. The time spent in foreign language preparatory programs is not included in these periods.

(2) The periods spent by students who are sent to another institution through reciprocal agreement, Erasmus and similar exchange programs are counted from the maximum education period and the courses or ECTS credits they take are evaluated by the Faculty Board.

(3) In the calculation of the graduation periods, the preparatory class and the periods spent due to the students' excuses accepted by the Faculty Administrative Board are not taken into account. On the other hand, for students who are suspended from the University, these periods are counted from the education period and tuition fees are paid for the relevant periods.

(4) For students who cannot graduate at the end of the maximum period of the medical degree program, the provisions of Article 33 of Bahçeşehir University Associate and Undergraduate Education and Examination Regulations are applied.

(5) The workload required for the learning outcomes determined by the relevant semester coordinator of a course refers to the ECTS credit of the course. For the credit/hour and ECTS credit loads of the courses, the provisions of Article 18 of Bahçeşehir University Associate and Undergraduate Education and Examination Regulations are applied. In order to complete the medical degree program, the student must take at least 360 ECTS credits.

Language of education

ARTICLE 11 - (1) The language of education at the Faculty is English. Beside applications are performed in English and/or Turkish. The language of education in preparatory classes is English.

(2) Regarding foreign language proficiency, the provisions of Article 13 of Bahçeşehir University Associate and Undergraduate Education and Examination Regulations are applied.

English preparatory class

ARTICLE 12 - (1) The provisions of Bahçeşehir University English Preparatory Program Education and Training Regulation published in the Official Gazette dated 3/10/2008 and numbered 27013 are applied for the foreign language preparatory program education and exams conducted by the Department of Foreign Languages.

Education and training programs

ARTICLE 13 - (1) The Faculty's Medical Education Program is an integrated program planned to ensure that the student reaches the competencies specified in the faculty graduation goals.

(2) In accordance with the integrated education system in the faculty, the theoretical courses and practical trainings are handled and applied as a whole.

(3) The training program consists of the following phases:

a) Phase 1: Basic Sciences and Introduction to the Clinic (years 1-3).

b) Phase 2: Clinical Training Period (years 4-5).

c) Phase 3: Internship (year 6).

(4) Proposals for the addition or removal of a new method of education to the education program are forwarded to the Faculty Board by the Medical Education Development Executive Committee. The proposal approved by the Faculty Board is submitted to the Senate for approval.

Form of education

ARTICLE 14 - (1) Education at the Faculty is carried out with an integrated system organized on the basis of coordination between course subjects and hours. This coordination is organized as course committees in the first, second and third years. The number and duration of the course committees in each class are determined by the Faculty Board upon the proposal of the Faculty Curriculum Committee and implemented after the approval of the Senate.

(2) Upon successful completion of the third year, the student starts the professional practices carried out mainly in clinical learning environments by the relevant departments. Every professional practice is a lesson.

(3) Students who successfully complete all of the fourth and fifth year professional practices start the internship period in the sixth year. The internship period lasts 12 months without interruption.

(4) Education programs prepared according to the principles of passing classes are applied in the faculty. At the medical degree level, the achievement of each grade of academic training is a prerequisite for starting the next grade.

Non-board courses

ARTICLE 15 - (1) In addition to the courses given in the course boards, non-board courses are given to help students develop their knowledge and skills in different fields.

(2) Common compulsory courses such as Atatürk's Principles and History of Turkish Revolution, Turkish Language and Literature, Foreign Language (Communication Skills and Academic Reporting) are conducted outside the board within the framework of the principles determined by YÖK.

(3) Non-board elective courses are divided into three classes: department elective, non-department elective and general education courses.

(4) An elective course pool is created in line with student feedback and faculty members' suggestions. The relevant faculty member submits the aims, objectives, success criteria, prerequisites, if any, and course contents of the elective course to the elective course coordinator. These courses are decided by the Senate upon the proposal of the Faculty Board.

(5) The elective course can be in the form of formal or distance education.

(6) Students are obliged to attend classes, laboratories and practices in accordance with the principles determined by the relevant academic units, to participate in all kinds of exams during the semester / year and to participate in other studies prescribed by the instructor who teaches the course. The rules regarding the attendance of the students are announced by the instructor in the first week of the semester / year by placing them in the course instructional plan and the attendance of the students to the courses is monitored according to these rules. A student who fails to fulfill the attendance obligation of a course for whatever reason, including health problems documented by a medical report and disciplinary suspension, is considered unsuccessful in that course. These students

cannot take the semester/end-of-year exam and their semester/end-of-year grades are evaluated as NA. The lists of students who are evaluated with NA grade are announced to the students by the instructor of the course within the last week of the semester at the latest and the students on this list are removed from the final exam lists. Students who take the final exams cannot be given a grade of NA. The procedures and principles regarding the exams of elective courses and the passing threshold are determined by the Senate.

(7) Before starting clinical professional practice, it is required to have passed all the courses of the first 3 classes.

(8) **(Annex: RG-23/8/2022-31932)** Students can take only the online courses (compulsory or elective) that they could not complete in the first 3 years according to the credit/ECTS requirements during the Phase II (Class IV-V) clinical professional practice education period until the internship period.

PART FOUR

Attendance, Excuses and Leaves

Attendance obligation

ARTICLE 16 - (1) Attendance to classes at the Faculty is compulsory and attendance is taken. Applied courses include laboratory, discussion, seminar, clinical studies, field education, professional practices and similar practical studies.

(2) In the first three years, students have to attend 70% of the theoretical courses of each course board. Students who do not attend more than 30% of the theoretical courses of each course board, including health problems documented by a medical report and disciplinary suspension, are not taken to the exam of that course board and receive zero points.

(3) In the first three years, students are required to participate in 80% of the practical applications related to the relevant department in each course board. Students who do not attend more than 20% of the practical applications of the department, including health problems documented by a medical report and disciplinary suspension, are not taken to the practical exam of that department and receive zero points.

(4) The student who cannot fulfill the attendance requirement for the applications/practices and whose excuse for absenteeism is accepted; in order to be able to take the exam of that education group, they must make-up the applications that they did not attend on the day and time specified within the possibilities of the department. Students who do not have make up applications are not allowed to take the exam.

(5) In Classes IV and V, attendance is compulsory for at least 80% of all theoretical and practical class hours of each professional practice. Students who exceed the limit of excused or unexcused absenteeism are not taken to the final exam of professional practice and are given a grade of NA. These students are not entitled to a make-up exam and must repeat the professional practice in question.

(6) Intern doctors cannot be absent without a valid reason and without permission from the training supervisors. The intern doctor who does not attend more than 10% of the attendance period, even with an excuse, is considered unsuccessful and repeats the course. Absenteeism up to 10% is made up to the student on the days determined by the department. Approval of the excuse is made by the Faculty Board.

(7) The provisions of the relevant legislation are applied for the attendance of general compulsory courses.

(8) Delays related to the lateral transfer accepted by the Faculty Administrative Board are not counted as absenteeism for the periods the student cannot attend.

(9) The late announcement of the pass grade of the professional practice is not counted as absenteeism for the periods that the student cannot attend.

Excuses

ARTICLE 17 - (1) All kinds of student excuses are evaluated by the Faculty Administrative Board. Students whose excuse is accepted by the Faculty Administrative Board cannot attend the courses and take the exams during their excuse.

(2) Medical reports submitted for the student's health excuse are evaluated according to the procedures and principles determined by the Senate. Students whose health excuse is accepted by the Faculty Administrative Board cannot attend classes and take exams during the report period. Students who take the exam and receive a report after the exam are not excused for the exams they have taken.

(3) Students must document their excuses for the death of their parents, siblings, spouses or children, or in the event of a serious illness of one of them, if there is no one else to take care of them, or for accidents, natural disasters, family and economic reasons.

(4) All applications for excuses must be made in writing to the Student Affairs Unit at the Faculty within three working days at the latest from the beginning of the excuse period. Later applications and late reports will not be processed.

(5) Students whose excuses are accepted are given the right to make-up exams on a day to be determined by the relevant coordinatorship for the exams they could not take during the excused period. The procedures and principles regarding make-up exams are determined by the Senate. The right to make-up exam is only valid for one board per year.

(6) The make-up exam can be oral, written or both oral and written. There cannot be a separate make-up exam for the make-up exam.

Leaves

ARTICLE 18 - (1) Students who are assigned by the Rectorate or the Faculty Administrative Board to participate in scientific, social, cultural and sportive activities are not counted as absent. However, these periods cannot exceed 1/3 of the time required for attendance.

PART FIVE

Principles for Classes I, II and III

Course board

ARTICLE 19 - (1) Courses in grades I, II and III are given in the form of course boards. The subject, integrity and harmony of the course boards and their compliance with the requirements of undergraduate education are determined by the Faculty Board upon the proposal of the Faculty Curriculum Commission and implemented with the approval of the Senate. Each course committee has a course committee officer.

Vertical corridor lessons

ARTICLE 20 - (1) Communication skills, professional skills practices, student research and participation in scientific meetings constitute vertical corridor courses. The evaluation methods and grade weights of these courses are decided by the Faculty Board and announced at the beginning of the year.

Non-board courses

ARTICLE 21 - (1) Non-board courses in grades I, II and III are conducted according to the provisions of Article 15.

Course board exam

ARTICLE 22 - (1) Course board exams (CBE) are written and practical exams that are held at the end of each course board and evaluate whether the education provided has achieved the learning objectives. The exam includes questions from all disciplines in the course board in proportion to the grading of the course. The grade obtained from the course board exam is called the course board grade. For departments with applied courses, the type of practical exams and their contribution to the CBE grade are announced by the course board officer at the beginning of the board. The course board exam replaces the midterm exam. Exam results are announced within 10 working days at the latest.

End of semester exam of course boards

ARTICLE 23 - (1) The end-of-term exam (final exam) for course boards is the exam held at the end of each academic year at the earliest fifteen days after the end of the last course board exam. The exam is prepared in a way to measure the student's ability to combine the knowledge acquired and use it in problem solving and consists of a number of questions that will ensure the validity of the exam methods and scope suitable for these purposes.

End of semester grade for course committees

ARTICLE 24 - (1) The grade obtained by summing 60% of the average grade of the course boards and 40% of the grade obtained from the final exam of the course boards is composed of the percentage decided by the Faculty Board and announced at the beginning of the semester and the sum of the percentages of the grades of the vertical corridor courses. In order to pass to the next grade in the first 3 years, the final grade of the course boards must be at least 60.

Course committees end of semester make-up exam

ARTICLE 25 - (1) Students with a final grade below 60 in the course boards may take the make-up exam. The make-up exam is held at the earliest fifteen days after the final exam of the course boards. The grade obtained replaces the final exam grade of the course boards.

Make-up exam

ARTICLE 26 - (1) A make-up exam is held for students who cannot take the course board exam due to their excuses and whose excuses are accepted within the scope of the procedures and principles determined by the Senate. There is no make-up exam for the make-up exam. The excuse exam for the course board is held once and on the day specified in the academic calendar determined by the Faculty Board. The exam format is announced at the end of the last course board. There are no make-up exams for the final and make-up exams of the course boards. Students who have exceeded the absenteeism limit in a course board in years I, II and III due to an excuse accepted by the Faculty Administrative Board are taken an excuse exam from that course board at the end of the semester. These students have to make up for the practical courses they have not attended.

(2) Students who are accepted to work in research laboratories from a research or educational institution abroad on the date of the final exam of the course boards may be exempted from the final exam with the approval of the Faculty Board of Directors. In this case, the average grade of the course boards is accepted as the final exam grade of the course boards.

(3) Students whose course committee grade point average is 85 and above in the hundredth grade system have the right not to take the final exam.

PART SIX

Principles for Classes IV, V and VI

Clinical courses

ARTICLE 27 - (1) Clinical courses in grades IV and V are conducted in professional practice groups. The clinics and the duration of the professional practice are announced at the beginning of the academic year after the approval of the Faculty Board.

Midterm exam

ARTICLE 28 - (1) Midterm exam is the exam that includes the subjects that have been covered up to that date in professional practices with a training period of more than five weeks. Its aim is to ensure that students work regularly, that the information they learn is permanent, to support the development of the student, and to increase the efficiency of learning and teaching. Students who do not attend the midterm exams without an excuse will receive a zero grade in the midterm exam. The contribution of the grade obtained from the midterm exam to the final grade of the professional practice is determined by the Faculty Curriculum Committee with the proposal of the department and announced to the students at the beginning of the year. The midterm exam is conducted by the relevant faculty members on the specified time and date. Mini-quizzes, short question and answer proficiency exams at the end of the subject or at the end of the course, oral assessment exams, homework assignments and practical assessment exams can be used for assessment.

Professional practice final exam

ARTICLE 29 - (1) The final professional practice exam is conducted by the methods determined by the relevant department. Examinations may consist of written, oral, structured oral, patient or case presentation, examination, clinical skills practice, bedside interview and similar methods. The exams are held with the participation of the faculty members teaching in the relevant department. Exam results are announced within five working days at the latest.

Professional practice pass grade

ARTICLE 30 - (1) Professional practice pass grade consists of the sum of the percentages of the end of professional practice theoretical and practical exams, midterm exams and professional practice report card grades determined and announced to the students by the relevant department at the beginning of the year. Professional practice pass grade

is 70 and above. Professional practice grades are submitted in writing by the relevant department to the Dean's Office through the semester coordinatorship and announced by the Dean's Office.

Professional practice make-up exam and professional practice repetition

ARTICLE 31 - (1) Students with a pass grade below 70 in professional practice are considered unsuccessful. Make-up exams are scheduled at least five days after the end of the last professional practice of that year. The make-up exam is conducted in the same way as the final exams of professional practice. Students who are not successful in the make-up exams repeat this professional practice or professional practices in the next academic year. Attendance is compulsory for these repetitions.

(2) Students who fail in the professional practice repetition and fail the make-up exam can use the next professional practice final exam in the program of that course as a make-up exam

without waiting for the end-of-term make-up exam, according to the terms. If they are successful, they are placed in the upper class program without waiting. Adaptations to the upper class take place within the framework of the professional practice schedule determined by the coordinator of that semester.

(3) The attendance status of the student in vocational practices is monitored by the relevant vocational practice education officer. Students who do not attend more than 20% of the theoretical and practical hours of each professional practice with or without an excuse are considered unsuccessful and are not taken to the final exam of the professional practice, they do not have the right to make up and repeat the professional practice. There is no make-up exam for the end of professional practice exam and make-up exams.

(4) In grades IV and V, students cannot move on to the next grade until they have successfully completed all the vocational practices in that grade program. However, students who fail in only one of the short-term vocational practices at the end of the vocational practice make-up exams in grades IV and V and therefore cannot pass to the next grade are given the right to take an additional exam for a single vocational practice without repeating the vocational practice. This exam is held at the earliest seven days after the end of the last make-up exam and successful students are promoted to the next grade. Unsuccessful students take the professional practice again.

Principles regarding class VI

ARTICLE 32 - (1) The principles regarding the VIth grade are determined by the Senate.

PART SEVEN

Exams, Grade Evaluations and Graduation

Evaluation of exams

ARTICLE 33 - (1) Examinations are graded out of 100 points. As a result of the calculation, if the first number after the decimal point is less than five, it is raised to a lower integer, and if it is five or more than five, it is raised to a higher integer and finalized.

(2) The equivalents of the grades obtained in the 4 point system are calculated according to the coefficient table determined by the Council of Higher Education (YÖK).

(3) The following table for grades is used to define exam results:

FINAL GRADE (Hundreds System)	FINAL DEGREE	LETTER GRADE		FINAL GRADE (Quadratic System) (Coefficient Equivalent)
93-100	Excellent	A		4.00
85-92	Very good	A-		3.67
78-84	Good	B+		3.33
70-77	Average	B		3.00
60-69	Poor	B-(Phase I)	F(Phase II,III)	2.67
0-59	Failed	F		0.00
	Absentee	NA		0.00
	Adequate	S		-
	Inadequate	U		-
	Withdrawn	W		

a) In Phase I (first, second, third year), the minimum grade for medical courses is 60 and in Phase II, the minimum grade for each professional practice is 70. Students who receive one of the grades A, A-, B+, B, B- in Phase I are considered successful. In professional practices, grades of A, A-, B+, B are considered successful and grades of B- are considered as F.

b) NA Grade: It is the grade received by the student who does not fulfill the attendance obligation of the course committees/professional practice. It is treated with zero coefficient in grade point average calculations.

c) S is an adequate grade: It is given to students who are successful in courses that are not included in the grade point average and do not have a credit load.

c) U is an inadequate grade: It is given to students who fail in courses that are not included in the grade point average and have no credit load.

d) W: given to students who have dropped the selected course and therefore have no exam grade.

General provisions regarding examinations

ARTICLE 34 - (1) Examination method, scope, grade distribution and the expected exam success of the student are announced in writing and orally at the beginning of the course board and professional practice.

(2) In order to take the exams, registration, attendance and other announced conditions and the obligations imposed under the relevant legislation must be fulfilled.

(3) Students are obliged to take the exams on the appointed day, time and place and to have their student ID cards with them.

(4) Exams can also be held on Saturdays and Sundays and after working hours.

(5) If there is a suspicion that a student has cheated, attempted to cheat, plagiarized or committed similar violations in the Higher Education Institutions Student Disciplinary Regulation published in the Official Gazette dated 18/8/2012 and numbered 28388, a disciplinary investigation is initiated. The activity in question will not be evaluated during the investigation period. Students found guilty will receive a grade of zero for the activity in question in addition to the disciplinary penalty. If a student is found not guilty as a result of a disciplinary investigation, their exam is evaluated or a make-up exam or make-up activity is organized.

(6) It is forbidden to enter the exams with communication devices such as pagers, cell phones, radios, walkie-talkies, and all kinds of computerized devices such as pocket computers, watches with functions other than clock function. Students who have such devices with them during the exam are treated as cheating/attempting to cheat.

(7) Exam questions or answers cannot be written on a piece of paper and removed from the exam hall. Actions taken for this purpose are considered as attempted copying.

(8) The results of the practical exam are reported to the semester coordinator within five working days in the course boards.

(9) The results of the exam are announced by the Dean's Office at the Faculty student affairs and/or on the Faculty website.

Objections to exam questions and results

ARTICLE 35 - (1) In the exams, questions may be asked from subjects that are not covered in the course but are included in the course program. The student has the responsibility to acquire knowledge in line with the aims and objectives of the course board or professional practice courses.

(2) The following process is followed for student objections regarding the exams applied in the education program:

a) Students apply in writing to the student affairs unit at the Faculty within the first five working days following the exam for their objections regarding the exam questions. The student is obliged to write a separate objection petition for each question, they object to and to show a reference not exceeding two pages.

b) The student's objection is examined by the course instructor on the same day and forwarded to the Dean's Office. If the student continues to object to the result of this evaluation, the three-person commission consisting of the semester coordinator, a faculty member from the relevant department and a faculty member from the Assessment and Evaluation Board re-evaluates the objection in terms of whether there is a material error. The result is reported in writing to the Dean's Office within five working days at the latest. The Dean's Office notifies the student in writing.

c) The student applies in writing to the Dean's Office within the first five working days following the announcement of the results for the objection regarding the exam grade. Objections outside this period are not accepted.

ç) **(Amendment: RG-23/8/2022-31932)** Objections to the results of in-field elective courses are finalized by the semester coordinator or the faculty member responsible for the elective course and announced by the Dean's Office.

Honor/high honor student

ARTICLE 36 - (1) How honors and high honors are awarded to successful students is determined by the Senate.

(2) Students who receive disciplinary penalties other than warning during their studies are not awarded honor and high honor degrees.

Graduation

ARTICLE 37 - (1) In order for a student to graduate from the Faculty, they must have taken and passed the courses required for graduation, successfully complete professional practices and similar studies, and complete 360 ECTS, 60 ECTS for each year, with a graduation weighted grade point average of at least 2.00/4.00. The student who has earned the right to graduate is entitled to receive a diploma provided that they pay all tuition fees and other fees and surrenders the fixtures registered to them.

Diplomas

ARTICLE 38 - (1) The following diplomas are awarded at the Faculty:

a) Associate Degree Diploma in Basic Medical Sciences: Those who successfully complete the first two years of the faculty in a maximum of four years are awarded an associate degree in basic medical sciences if they decide to leave the University. If those who receive this diploma with the specified conditions return to the same program, they must return the diploma they received to the University during registration.

b) Clinical Sciences Graduate Diploma: Those who successfully complete the associate degree in basic medical sciences and the master's degree in clinical sciences in a total of maximum eight years are awarded a master's degree in clinical sciences. This diploma does not authorize you to practice medicine. If those who receive this diploma with the specified conditions return to the same program, they must return the diploma they received to the University during registration.

c) Medical Diploma: Students who successfully complete the six-year education period for medical degree are awarded a medical diploma.

CHAPTER EIGHT

Miscellaneous and Final Provisions

Boards

ARTICLE 39 - (1) The following boards, commissions, coordinators, responsible persons and consultants are utilized for the healthy functioning of the processes related to the execution of education and training activities at the Faculty:

- a) Medical Education Development High Council.
- b) Program Evaluation Board.
- c) Faculty Curriculum Committee.
- ç) Measurement and Evaluation Board.
- d) Accreditation and Self Evaluation Board.
- e) Domestic and International Education Exchange Programs Board.
- f) Board of Coordinators.
- g) Student Education Board.
- ğ) Vocational Skills Board.
- h) Faculty Adjustment Commission.
- ı) Chief Coordinator of Pre-Graduation Education.
- i) Term Coordinator.
- j) Elective Courses Coordinator.
- k) Course Committee Supervisor.
- l) Professional Practice Supervisor.
- m) Academic Student Advisor.

(2) The duties, composition and other issues of the boards, commissions, coordinators, responsible persons and advisors mentioned in the first paragraph are regulated by the procedures and principles determined by the Senate.

Education outside the faculty

ARTICLE 40 - (1) In case of a student's written request, participation in student exchange programs organized within the framework of national and international agreements is based on the decision of the Faculty Administrative Board.

(2) In order to be able to conduct clinical professional practices outside the institution outside the framework of national and international agreements, the content of the professional practice that the student plans to receive outside the institution must be submitted to the Faculty Executive Board and the Faculty Executive Board must approve this application.

Discipline

ARTICLE 41 - (1) The provisions of the Regulation on Student Discipline of Higher Education Institutions are applied in the disciplinary affairs and procedures of students.

Cases where there is no provision

ARTICLE 42 - (1) In cases where there are no provisions in this Regulation, the provisions of the relevant legislation, Bahçeşehir University Associate Degree and Undergraduate Education and Examination Regulation, and the decisions of YÖK, Senate, University Executive Board, Faculty Executive Board and Faculty Board are applied.

Notification

ARTICLE 43 - (1) Any written notification to be made to the student is deemed to be completed by sending it to the postal address that the student notified during the first registration to the University or later updated in the student information system, by sending it to the e-mail address opened by the University on behalf of the student, or by announcing it by the Faculty. Students must also update their contact address during each registration renewal period.

(2) The student is obliged to keep their e-mail address defined with their username active, to follow their e-mails continuously, and to update their new address via the student information system within 15 days if they change the address they declared during registration to the University.

Enforcement

ARTICLE 44 - (1) This Regulation enters into force on the date of its publication, effective from the beginning of the 2019-2020 academic year.

Execution

ARTICLE 45 - (1) The provisions of this Regulation shall be executed by the Rector of Bahçeşehir University.

	The date and number of	
	Official Gazette	where the Regulation was published
	24/11/2019	30958
	The date and number of Official Gazettes in which	
	the Regulations	Amending the Regulation are Published
1.	23/8/2022	31932