
REGULATIONS

From Bahçeşehir University

BAHÇEŞEHİR UNIVERSITY FACULTY OF MEDICINE**REGULATIONS GOVERNING****EDUCATION, TRAINING AND EXAMINATIONS****SECTION ONE****Purpose, Scope, Basis and Definitions****Purpose**

ARTICLE 1 – (1) The purpose of these Regulations is to define the principles and procedures regarding the education, training and assessment-evaluation processes at Bahçeşehir University Faculty of Medicine.

Scope

ARTICLE 2 – (1) These regulations cover the provisions regarding the registration, education-training and assessment-evaluation processes and procedures of the Undergraduate students at Bahçeşehir University Faculty of Medicine.

Basis

ARTICLE 3 – (1) These regulations have been prepared on the basis of Article 14 of the Higher Education Law, numbered 2547 and dated November 4th, 1981.

Definitions of terms

ARTICLE 4 – (1) Unless stated otherwise, the following terms appearing in the regulations shall refer to the corresponding definitions stated below;

- a) ECTS: European Credit Transfer System (ECTS)
- b) Academic student advisor: the faculty member appointed by the Dean to provide educational guidance and assistance for students and determine appropriate solutions for their academic and other problems,
- c) Academic Calendar: the annual Academic Calendar announced by the Registrar's Office, scheduling all the relevant academic activities in that year,
- d) Mid-term exam (Formative exam): the Mid-term exam or exams administered during the Subject Committees and Professional Practices,
- e) Head coordinator: the faculty member assigned by the Dean and is responsible for designing, implementing and coordinating the education and training programs at the Bahçeşehir University Faculty of Medicine,
- f) Scientific Advisor: the faculty members who are responsible for guiding students' scientific research applications at the Bahçeşehir University Faculty of Medicine,
- g) Make-up exam: the exam given to make-up for the end-of-term final exams at the end of the academic year in the first, second and third years; and in the fourth and fifth years, to make up for the grades of each of the practical application exams,
- h) Core Curriculum program (CEP): the framework that establishes the Core Curriculum required in terms of knowledge, skills and approaches and level of education and trainings in the Undergraduate degree program at the Bahçeşehir University Faculty of Medicine,

- i) ğ) Framework Education Program: the overall rules and regulations defining the main structure of the program; from the educational approach and principles to the competency fields, from the learning content to learning and assessment methods, from the implementation process to the assessment process in the Bahçeşehir University Faculty of Medicine,
- j) Dean: Dean of the Faculty of Medicine at Bahçeşehir University,
- ı) Assistant Dean: the Assistant Dean for Academic Affairs at Bahçeşehir University Faculty of Medicine,
- k) Course Credit points: the value assigned to a course for measuring and expressing the associated study load required to complete that course successfully,
- l) Subject Committee: group of theoretical courses and practical sessions offered by various departments of the Faculty in the first three years of medical program, in the which particular biological systems are studied as a whole, integrated with panels and student studies, within a specified time frame.
- m) Head of Subject Committee: the faculty member responsible for implementing the medical education program pertaining to the relevant Subject Committees and the preparation, implementation and assessment of the examinations,
- n) Vertical Corridor courses: course or courses consistent with the purposes, objectives and content of the education program, and appropriately aligned with the core curriculum,
- o) Term: one academic year in the Medical Education Program of the Faculty,
- p) Term coordinator: the Faculty member annually appointed by the Dean, and is responsible for the coordination of the education programs and examinations of the Subject Committees and Professional Practice groups in that term.
- q) Integrated system: preparation and presentation of subjects with the collaboration of all the relevant departments.
- ö) Faculty: the Bahçeşehir University Faculty of Medicine,
- r) Faculty Board: Faculty Board of the Bahçeşehir University Faculty of Medicine,
- r) Faculty Administrative Board: Faculty Administrative Board of the Bahçeşehir University Faculty of Medicine,
- s) Phase: academic terms in the Medical Education Program of the Faculty, which have common specifics in terms of aim, content, method and educational context,
- ş) CGPA: is the student's Cumulative Grade Point Average, which is calculated by dividing the total credits the student has received from all the courses he/she has completed since attending the program by the total ECTS credit points of the respective courses,
- t) Internship: the 12-month-long term in the sixth 6th year of the Medical Education Program that constitutes of trainings in clinical practice, field studies and outpatient treatment.
- u) Theoretical exams: written or on-line exams conducted with a view to assess the student's knowledge and comprehension with respect to the learning objectives,
- ü) Professional Practice: Education and training in the fourth, fifth and sixth years of the program, which predominantly entails the teaching of relevant theoretical subjects and/or application of clinical medical sciences prerequisite for the practice of medicine,
- y) Professional Practice Supervisor: faculty members of the respective departments, responsible for the systematical implementation of the Professional Practice program,

- z) Transcript: the official document indicating all the grades a student has achieved (as a result of the assessment-evaluation processes), in the courses he/she has studied in the Medical education program,
- aa) (OSCE): Objective Structured Clinical Examinations,
- aa) Common Core Courses: Compulsory courses other than those included in the Subject Committees and Professional Practices.
- bb) Diagnostic exam: the preliminary exam or exams held at the beginning of the Subject Committees and Professional Practices to assess the students' level of knowledge, the scope and content of which is announced to the students,
- cc) çç) Senate: Bahçeşehir University Senate,
- dd) dd) Elective courses: one-semester-long theoretical and/or applied courses offered in the Faculty education program or other Undergraduate programs at Bahçeşehir University that the students select according to their area of interest, in Phase I of the Faculty,
- ee) ee) Summative Examinations: theoretical and practical examinations given at the end of Subject Committees and Professional Practices for evaluating the education program with respect to the learning outcomes,
- ff) Practical Examinations: exams for assessing students with respect to their use of knowledge, attitudes and (practical) skills, separately or as a whole,
- gg) University: Bahçeşehir University
- ğğ) Structured Oral Examinations: oral examinations in which the answers are prepared, scored in advance.
- hh) YÖK: the Council of Higher Education.

SECTION TWO

Student Admissions- Registration Requirements

Student admissions

ARTICLE 5 – (1) Students are admitted to the Faculty pursuant to the Law numbered 2547, applicable legislations and Article 6 of the Bahçeşehir University, Associate and Undergraduate Education, Training and Examination Regulations issued in the Official Gazette dated November 14th, 2019 and numbered 30948.

Admission of Undergraduate transfer students from other institutions

ARTICLE 6 – (1) The provisions of the Regulations Governing the Principles of Transfers Between Associate and Bachelor's Degree Programs Between Higher Education Institutions; Double Major, Minor and Credit Transfers Between Higher Education Institutions, published in the Official Gazette dated 24.04.2010 and numbered 27561, and provisions of Article 7 of the Bahçeşehir University Associate and Undergraduate Education-Training and Examination Regulations and other relevant legislation shall apply regarding Undergraduate transfer to the Medical Education Program. Due to the implementation of a year-based educational program in the Faculty, Undergraduate transfer students are only admitted to the program at the beginning of the academic year.

Course adjustments and exemptions

- b) **ARTICLE 7** – (1) Students who wish to be exempt from the Courses (Subject Committees) and Professional practices that they have successfully completed in other national and/or international higher education institutions (whose equivalency have been approved), are required to apply to the Office of the Dean with a petition indicating the courses they want to be exempt from, together with the approved official copy of their

transcript from their home institution. Such applications are required to be made until the end of the first week of the first year that the students register to the new institution. The courses and Professional practices that are to be deemed exempted are decided by the Faculty Adjustment Commission, together with a second opinion from the respective departments, if necessary.

Other issues regarding student admission and registration

ARTICLE 8 – (1) The provisions of the Regulations governing Bahçeşehir University Associate and Undergraduate Degree Education and Examinations shall apply regarding student tuition fees, admission of special students and procedures for initial registration, renewal of registration, cancellation of registration and freezing of registration.

SECTION THREE

Academic Calendar, Education and Training

Academic Calendar

ARTICLE 9 – (1) Any modifications to the annual Academic Calendar are submitted to the Senate by the Faculty Board, upon the proposal of the Liaison Committee on Medical Education; and shall become effective upon being approved by the Senate and following their announcement by the President's Office.

(2) Each academic year consists of a Fall semester and a Spring semester. If the need arises, the Faculty Board may submit a proposal to the Senate, within the scope of paragraph (1), to make any necessary changes and adjustments regarding the periods of study, exam dates and related syllabi.

(3) Since the Medical Education Program of the Faculty is different, there may be differences with respect to the University's Academic Calendar regarding the beginning, ending and duration of the semesters.

ARTICLE 10 – (1) The normal period of study in the Medical educational program is six academic years. The maximum period of study for full-time medical students is nine academic years. The period of study at a Foreign Language Preparatory Program is not included in the maximum period of study.

(2) The time that the students studying at another institution within the scope of exchange programs such as World Exchange, Erasmus and the like, spend at host institutions shall count towards their maximum period of study at the University, and the courses they have taken there and/or the associated ECTS credits shall be evaluated by the Faculty Board.

(3) Periods of study at the English Preparatory Program and the periods of time that the students are excused from the Faculty program with the approval of the Faculty Administrative Board, are not counted towards their maximum period of study. On the other hand, suspension periods of students who have been suspended from the University count towards their maximum periods of study and students are required to pay tuition fees for these periods of time.

(4) The provisions of Article 33 of Bahçeşehir University, Associate and Undergraduate Education-Training and Examination Regulations shall apply to students who have not met their

graduation requirements by the end of the maximum period of study at the Medical Educational Program.

(5) The ECTS credits of a course represent the workload required to meet the learning outcomes of the course, specified by the respective term coordinator. The provisions of Article 18 of the Bahçeşehir University Associate and Undergraduate Education-Training and Examination Regulations shall apply, regarding the credits/hour and associated ECTS credit loads of the course. A workload of at least 360 ECTS credit points is required for students to complete the Medical Education program.

Language of instruction

ARTICLE 11 – (1) The medium of instruction in the Faculty is English. Bedside clinical practices are conducted in English and/or Turkish. The language of instruction in the English Preparatory Program is English.

(2) Provisions of Article 13 of the Bahçeşehir University Associate and Undergraduate Education-Training and Examination Regulations shall apply for issues regarding English Language Proficiency.

English Preparatory Program

ARTICLE 12 – (1) The provisions of the Bahçeşehir University English Preparatory Program Education-Training Regulations issued in the Official Gazette dated October 3rd, 2008 and numbered 27013, shall apply regarding English Preparatory Program education, training and examinations implemented by the School of Foreign Languages.

Education-training programs

ARTICLE 13 – (1) The Medical Education Program of the Faculty is an integrated system, designed to ensure that students achieve the competency and learning outcomes projected by the Faculty.

(2) In compliance with the integrated education system implemented in the Faculty, theoretical courses and applied trainings are considered and implemented holistically.

(3) The Medical Education Program consists of the following phases;

- a) Phase 1: Basic Sciences and Introduction to Clinical Practices Period (years 1-3).
- b) Phase 2: Clinical Practice Period (years 4-5).
- c) Phase 3: Internship (year 6).

(4) Proposals for adopting new methods/techniques to the Education program or for abandoning existing ones are forwarded to the Faculty Board by the Liaison Committee on Medical Education. Proposals that are deemed appropriate by the Faculty Board are submitted to the Senate for approval.

Form of Education-training

ARTICLE 14 – (1) Education-training in the Faculty is implemented as an integrated system, based on the coordination of course subjects and the course schedule. In the first, second and third years, this coordination is organized in the form of subject committees. The number of the subject committees and the respective periods of study in each academic year are determined by the Faculty Board, upon the proposal of the Faculty Curriculum Committee and implemented subsequent to the approval of the Senate.

(2) A student who has successfully completed the third grade begins professional practices performed mainly in clinical learning environments by the relevant departments. Each professional practice is a course.

(3) Students who have successfully completed all the 4th and 5th-year Professional practices, start their Internship in the 6th year. The Internship period lasts 12 months in a row.

(4) The Education program implemented in the Faculty is based on passing each academic year. Successfully completing each year of the medical education program is the prerequisite for promotion to the next level.

ARTICLE 15 – (1) In addition to the courses included in the Subject Committees, there are also Non-Committee courses that are offered with a view to support the discipline of study by providing an expanded scope, enabling exposure to other disciplines and nurturing a student's proficiency and skills.

(2) Common Compulsory Courses such as Atatürk's Principles and the History of Turkish Revolution, Turkish Language and Literature, Foreign Languages (Communication Skills and Academic Reporting) are offered within the scope of the principles defined by YÖK.

(3) Non-committee electives are classified as 1. Departmental electives, 2. Non-departmental electives and 3. Free electives (general education topics)

(4) An elective course pool is established in line with student feedbacks and proposals made by faculty members. The respective faculty member submits the goals, objectives, success criteria and any prerequisites regarding the elective course, as well the course content to the Electives Coordinator. It is at the discretion of the Senate to open these elective courses, upon the proposal of the Faculty Board.

(5) Elective courses may be delivered in the form of formal or distance learning.

(6) Students are responsible for; attending courses, laboratory sessions and practical applications in line with the principles established by the relevant academic units; participating in all types of examinations and any other studies proposed by their course instructors throughout the academic year. The rules regarding student attendance are outlined in the course syllabus by the course instructor and announced in the first week of the academic year. Student attendance is monitored according to these rules. Students who fail to fulfill the attendance requirements of a course, for whatever reason it might be – including health issues verified by a health report and suspension from school as the result of disciplinary action – are deemed unsuccessful in having completed that course. These students shall not be able to take the end-of-semester/term examinations and their end-of-semester/term final grades shall be assessed as NA. The list of students who have received the grade NA as their end-of-semester/term final grades for that course shall be announced to the students, by the course instructors, within the last week of the term, at the latest. The students announced on these lists shall be removed from the end-of-term final exam lists. Students who have been admitted to the end-of-term final exams are not assigned the grade NA. The rules and procedures regarding the final exams for elective courses and the associated minimum passing grades are determined by the Senate.

(7) Students must have successfully completed all the courses in Phase1(the first three years) of the program, before they can start commence Clinical Professional Practices.

SECTION FOUR

Attendance, Excuses and Permissions

ARTICLE 16 – (1) Regular attendance is compulsory in the Faculty and shall be monitored. Applied courses include; laboratory sessions, discussions, seminars, clinical practice, medical field training, professional practice and similar practical applications.

(2) In the first three years, the students are required to attend at least 70% of the theoretical courses in each Subject Committee. Students who fail to attend more than 30% of the theoretical courses in any Subject Committee, shall not be eligible to take the end-of term final

exam of the respective Subject Committee under any circumstances, including health issues verified by a health report and suspension from school as the result of disciplinary action; and shall be assigned the grade (0) zero for that exam.

(3) In the first three years, students are required to attend at least 80% of the practical applications of the relevant departments in each Subject Committee. Students who fail to attend more than 20% of the practical applications of the relevant departments shall not be eligible to take the practical examinations of the respective departments under any circumstances, including health issues verified by a health report and suspension from school as the result of disciplinary action; and shall receive the grade (0) zero/naught for that exam,

(4) Students who have failed to fulfill the attendance requirements for any of the practical applications and whose excuses regarding the issue have been found valid; are required to make up for the missed practical sessions on the day and time scheduled by the respective departments. Students who fail to complete all the requirements of the missed sessions and make up for their absence shall not be permitted to take the exams for those practical applications.

(5) In the IVth and Vth years, students are required to attend at least 80% of the theoretical and practical classes of every Professional practice. Students who exceed the absence limit, with or without a valid excuse, shall not be eligible to take the end-of-term Professional practice exam and will receive the grade NA. These students are not eligible for a make up exam. They are required to repeat that specific Professional practice.

(6) Intern doctors are required to attend all internship practices. In the event that they need to be excused, they must inform the relevant faculty member in advance to ask for permission and state their valid excuse. Intern doctors who fail to attend more than 10% of the program, even if they have a valid excuse, are deemed unsuccessful and are required to repeat the Internship practice. If the student has not exceeded the 10% absence limit, the student is required to make up for their absenteeism on the days and hours indicated by the head of the respective department. The approval of the excuse is at the discretion of the Faculty Board.

(7) The provisions of relevant legislation shall apply regarding attendance requirements of Common Compulsory Courses.

(8) Students shall not be deemed absent on the days they are not able to attend the medical program due to delays in Undergraduate transfer admissions approved by the Faculty Administrative Board.

(9) In the event that there occurs a delay in the announcement of the Professional Practice final grades, the students shall not be deemed absent on the days they were not able to attend the program.

ARTICLE 17 – (1) All applications made by students regarding their excuses are assessed by the Faculty Administrative Board. Students whose excuses are approved by the Faculty Administrative Board cannot attend any classes or take any exams during the period they are excused.

(2) Medical reports submitted by students due to health issues are evaluated pursuant to the procedures and principles determined by the Senate. Students whose excuses are approved by the Faculty Administrative Board cannot attend any classes or take any exams during the period specified in the medical report. Students who have taken the exam on the scheduled exam date but submitted a medical report as an excuse for that exam later on, shall not be deemed as being excused from that exam,

(3) Students who are unable to attend classes due to the death of an immediate family member (mother, father, siblings, spouse, children); or for being the only relative available to take care of these family members in the event of a serious illness; or due to other family issues,

financial issues, accidents, natural disasters and the like; are required to document such incidents and circumstances in order to be deemed excused.

(4) Applications for all kinds of excuses are made in writing to the Student Affairs Unit within three work days at the latest, as of the initial date of the period the student is to be excused. Applications made after this date and medical reports that are not submitted in due course of time shall not be accepted.

(5) Students whose excuses have been approved shall be granted the right to a make-up exam for the exams they were unable to take during the period they were excused. The date and time of the make-up exams are determined by the respective coordinators. The rules and principles governing make-up exams are determined by the Senate. Students are granted the right for a Make-up exam for only one subject committee within an academic year.

(6) The Make-up exam may be in the form of an oral exam, a written exam or both an oral and a written exam. There aren't any make-up exams for missed or failed make-up exams.

Permissions

ARTICLE 18 – (1) A student who has been assigned by the President's Office or Faculty Administrative Board to participate in any academic, social, cultural or sports activities shall not be regarded as being absent during this course of time. However, the total duration of such activities may not exceed 1/3 of the student's attendance requirement.

SECTION FIVE

Provisions Regarding Years I, II and III

Subject Committees

ARTICLE 19 – (1) Courses offered in the Ist, IInd and IIIrd years are in the form of Subject Committees. The subjects to be covered in the Subject committees are specified by the Faculty Board, upon the recommendation of the Faculty Curriculum Committee, with due consideration to their compatibility within the integrated system and their conformity to the Undergraduate degree program; and implemented upon their approval by the Senate. In every Subject Committee, a faculty member is appointed as the person in charge of that committee.

Vertical Corridor Courses

ARTICLE 20 – (1) Communication Skills, Professional Skills Applications, Student Researches and Participation in Scientific Meetings constitute the Vertical Corridor Courses. The assessment techniques and respective course credits projected for these courses are decided by the Faculty Board and announced at the beginning of the academic year.

Non-Committee Courses

ARTICLE 21 – (1) Non-Committee Courses offered in the Ist, IInd and IIIrd years are implemented pursuant to Article 15.

Subject committee exams

ARTICLE 22 – (1) Subject Committee exams (DKS) are written and applied exams administered at the conclusion of each Subject committee, in order to assess whether the Medical Education Program has achieved the projected learning objectives. The exam contains questions from all the disciplines included in the Subject committees in proportion to their relative weightages. The grade achieved in the Subject Committee exam is the student's Subject Committee grade. The format of the practical exams to be implemented by the departments offering courses that incorporate practical applications and their contribution rate to the Subject committee exam grade are announced by the head of the Subject Committee, at the beginning of the Subject Committee. The Subject Committee exam acts as a mid-term exam. The results of the exams are announced within at most 10 working days, following the exams.

Subject committees end-of-term final exam

ARTICLE 23 – (1) Subject committee end-of-term final exam is the exam administered at the end of each academic year, at least fifteen days after the conclusion of the last Subject Committee exam. The exam is designed with a view to assessing students' skills to combine and apply the knowledge they have acquired so far for resolution of problems, by employing appropriate examination techniques and adequate number of questions from all the disciplines involved to ensure content validity.

Subject committees end-of-term final grade

ARTICLE 24 – (1) is the sum of 60% of the average subject committee grade and 40% of the end-of-subject committee final exam grade, added to the vertical corridor course grades, in the accordance with the percentages specified by the Faculty Board, at the beginning of the academic year. In the first three years, the minimum Subject committees end-of-term final exam success grade is 60.

Subject committees end-of-term make-up exam

ARTICLE 25 – (1) Students whose Subject committees end-of-term final grades are below 60 are eligible to take the make-up exams. The date of the make-up exam is to be scheduled at least fifteen days later than the Subject committee end-of-term final exam. The result of the make up exam shall be assigned as the Subject committee end of term final grade.

ARTICLE 26 – (1) Make-up exams are given to students who were not able to take the Subject Committee final exam due to a valid excuse, and whose excuses have been approved within the scope of the principles and procedures defined by the Senate. There are no make-up exams for missed or failed make-up exams. Subject Committee make-up exams are given only once, on the day appointed by the Faculty Board and announced on the Academic Calendar. The exam format shall be announced at the end of the last Subject Committee. There are no make-up exams for Subject Committee end-of-term final exams and Subject Committee end-of-term make-up exams. In the Ist, IInd and IIIrd years, students who have exceeded their absence limits in one Subject Committee, due to an excuse approved by the Faculty Administrative Board are given a make-up exam for that Subject Committee, at the end of the academic year. These students are required to make-up for the practical courses they have missed. They are recommended to make arrangements with the respective family members

(2) Students admitted to participate in research or to work at an educational institution abroad, on the date of the Subject Committees end-of-term final exam, may be exempted from the final exam, upon the approval of the Faculty Administrative Board. In this case, the students' average Subject Committee grade shall be deemed as their Subject committee end-of-term final exam grade.

(3) Students whose grade averages for a Subject Committee are greater than or equal to 85 on the 0-100 Scale are not required to take the final exam for that Subject Committee.

SECTION SIX

Provisions Regarding Years IV, V and VI

Clinical Practices

ARTICLE 27 – (1) In the IVth and Vth years of the program, Clinical practices are conducted in the form of Professional Practice groups. The Clinical Practices to be included in the syllabus that year and their durations are announced at the beginning of the academic year, upon the approval by the Faculty Board.

Mid-term exams

- b) **ARTICLE 28** – (1) The mid-term exam is the exam given during Clinical practices that last longer than 5 weeks and comprises all the topics covered up to that date; with a view to ensuring that students study systematically/regularly and retain the knowledge and skills they have acquired; to contributing to the development of the students; and to improving the productivity of learning and education. Students who do not take the exam without a valid excuse, receive the grade (0) zero for their mid-term exam. The contribution rate of the make up exam grade to the Professional Practice final grade is determined by the Faculty Curriculum Committee, upon the proposal of the respective department and announced to the students at the beginning of the academic year. The mid-term exams are administered by the respective faculty members, on the date and time specified. The assessment process may involve quizzes, short question-answer type exams given at the end of a subject or course, to test the students' proficiency, oral exams, homework assignments and practical assessment exams.

Professional Practice final exam

ARTICLE 29 – (1) The Professional Practice final exams are administered in line with the methods prescribed by the respective departments. Exams may be in the form of written exams, oral exams, structured oral exams, patient or case presentations, physical examinations, clinical skills applications, bedside diagnostic examinations and suchlike practices and approaches. The exams are administered by the faculty members of the relevant departments. The results of the exams are announced, at the latest, within five (5) working days following the exam.

Professional Practice final grade

ARTICLE 30 – (1) Professional Practice final grade comprises the sum of grades of the end-of Professional Practice theoretical and practical exams, mid-term exams and Professional Practice grades, in proportion to the contribution rates determined and announced to the students by the respective departments, at the beginning of the academic year. The success grade for Professional Practices is 70 and above. The Professional Practice final grades are submitted in writing, by the respective departments to the Dean's Office, through the term coordinator and announced by the Dean's Office.

Professional Practice Make-up Exams and Repetition of Professional Practice

ARTICLE 31 – (1) Students whose Professional Practice final grades are less than 70 are deemed unsuccessful. Professional Practice make-up exams are scheduled to take place at least five days after the end of the last Professional Practice of that academic year. Make-up exams are administered in the same way as Professional Practice end-of- term final exams. Students who fail the Make-up exams, repeat that Professional Practice or those Professional Practices in the following academic year. Attendance is compulsory during the repetition of Professional Practices.

(2) Students who fail the repetition of Professional Practices but have the right to make-up exams may take the next Professional Practice final exam of that course the next time it is scheduled, in place of a make-up exam, without having to wait for the make-up exam, with due consideration to time. Students who are successful in the exam shall promptly be placed in the following year's program. Students' adjustments to their new classes are carried out within the framework of the Professional Practice calendar determined by the term coordinator.

(3) Student attendance to Professional practice sessions is monitored by the faculty members in charge of the respective Professional practice. Students who fail to attend more than

20% of all the theoretical and practical class hours of each Professional practice, with or without an excuse, are deemed unsuccessful and do not have the right to take the Professional practice final exam. They do not have the right to a make-up exam either, and are required to repeat the respective Professional practice. There are no make-up exams for Professional practice final exams and missed or failed make-up exams.

(4) In the IVth and Vth years, all the Professional practices in the program must be successfully completed in order to be able to go on to the next year. However, students who are unsuccessful in only one of the short Professional practices at the end of the make up exams, and therefore unable to go on to the next year, are granted the right to an additional exam for only once, without having to repeat that Professional practice. This exam is administered at least seven days after the last make-up exam and students who are successful in the exam go on to the next level. Students who are unsuccessful are required to repeat the Professional practice.

Provisions regarding the VIth year

ARTICLE 32 – (1) Provisions regarding the VIth year are determined by the Senate.

SECTION SEVEN

Examinations, Assessment- Grading and Graduation

Assessment of Examinations

ARTICLE 33 – (1) Examinations are assessed as percentages; out of 100 (full marks). In the event that the calculated exam result is not as a whole number, it is rounded up to the nearest whole number; that is if the digit immediately after the decimal point is 5 or greater than 5, the number is rounded up to the next whole number; if the digit immediately after the decimal point is less than 5, the number is rounded down to the next whole number, which means that the decimal point and the digits after the decimal point are removed.

(2) The corresponding Success grades on the 4.0 grading scale are calculated according to the conversion coefficient/table defined by YÖK.

(3) The following table is used to indicate Success grades /Exam results on different grading scales.

SUCCESS GRADE PERCENTAGE (out of 100)	PERFORMANCE RATING	LETTER GRADE	SUCCESS GRADE Equivalent Coefficient (on the 4.0 Scale)
93-100	Excellent	A	4.00
85-92	Very Good	A-	3.67
78-84	Good	B+	3.33
70-77	Fair/Satisfactory	B	3.00
60-69	Poor	B- (Phase I) F (Phase II,III)	2.67
0-59	Fail	F	0.00
	Absent	NA	0.00
	Satisfactory	S	-
	Unsatisfactory	U	-

	Withdrawn	W	
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a) In Phase I (First, second, third years), the minimum success grade for the Medical Courses offered in the program is 60, in Phase II, the minimum success grade for each Professional Practice is 70. In Phase I, students are deemed successful if they achieve any one of the grades A, A-, B+, B, B-. In Phase 2, the grades A, A-, B+, B are deemed successful for Professional Practices, whereas the grade B- is regarded as being equivalent to grade F.

b) Letter grade NA: is the grade is assigned to students who do not meet the attendance requirements regarding Subject committees/Professional Practices. Its equivalent coefficient on the 4.0 scale is 0.00, which means that it is included in the GPA calculations with a coefficient equivalent of 0.

- Letter grade S: indicates satisfactory performance. It is assigned to students who successfully complete non-credit courses that have no credit points and that are not calculated in the students' GPA.

- ç) Letter grade U: indicates unsatisfactory performance. It is assigned to students who have not successfully completed non-credit courses that have no credit points and that are not calculated in the students' GPA.

c) Letter grade W: is assigned to students who have withdrawn from the course.

General provisions governing examinations

ARTICLE 34 – (1) The type/mode, scope, grading scheme of the examinations and the minimum success/passing grades are all announced both orally and in writing, at the start of the Subject Committees and Professional/Clinical Practices.

(2) In order to be eligible to take the exams, students are required to fulfill all their responsibilities regarding registration, attendance and other announced conditions and those within the scope of relevant legislation.

(3) Students are required to take the exams on the announced/scheduled day, time and place and always have their student identity cards with them during the exams.

(4) Exams can also be administered on Saturdays, Sundays and/or out of regular Office/Class hours.

(5) If a student is suspected of cheating, attempting to cheat, plagiarism or committing similar violations in exams, assignments or other assessed activities cited in the Higher Education Institutions Student Discipline Regulations published in the Official Gazette dated August 18th, 2012 and numbered 28388, he/she may be subjected to disciplinary action. The activity in question shall not be assessed during the investigation period. The student who is found to be guilty shall receive the grade zero (0) for the respective activity, as well as disciplinary punishment. The exam of the student who is found to be innocent at the end of the disciplinary investigation shall be assessed or a make-up exam or remedial work shall be scheduled.

(6) It is strictly forbidden to make use of communication devices such as pagers, mobile phones, wireless, radios, pocket computers, smart watches that can function as computers. Students who have such devices in their possession during an exam shall be deemed as having cheated or attempted to cheat.

(7) Neither the exam questions nor the answers to the questions can be copied and taken out of the exam room. Such behaviour shall be regarded as an attempt to cheat.

(8) In Subject Committees, the results of Practical exams are submitted to the Term coordinatorship within five (5) work days.

(9) The exam results are announced by the Dean's Office on the Faculty Student Affairs website and/or Faculty internet web page.

Appeals against exam questions and exam results

ARTICLE 35 – (1) In exams, questions may be asked on topics that have not been explicitly covered in class but are included in the course syllabus. Students are responsible for acquiring knowledge and skills in line with the goals and objectives of the Subject Committees or Professional Practices.

(2) The following procedure is applicable to Student appeals regarding examinations within the scope of the Medical Education Program:

a) For any appeals against exam questions, a student must submit a petition to the Student Affairs Unit of the Faculty within five (5) working days following the exam. The student is required to submit a separate petition and provide reference no longer than two pages long for every exam question he/she appeals against.

b) The student's appeal is reviewed/evaluated by the course instructor on the same day and submitted to the Dean's Office. In the event that the student is not satisfied and appeals against the decision of the course instructor, a committee of three faculty members, consisting of the term coordinator, a faculty member from the respective department and a faculty member from the Assessment-Evaluation Committee, evaluate the appeal once again, for any errors of fact. The decision reached is reported to the Dean's Office in written form, within five (5) working days at the latest. The Dean's Office submits the final result to the student in written form.

c) For appeals against exam grades, the student is required to submit a petition to the Dean's Office within five (5) working days following the announcement of the exam results. Any appeals made irrespective of the specified time limits shall not be taken into consideration.

ç) Appeals against the results of departmental electives are finalized by the assistant Dean, course coordinator and faculty member responsible for elective courses, and announced by the Dean's Office.

Honours/High Honours Students

ARTICLE 36 – (1) The procedures and principles regarding the awarding of Honours and High Honours degrees to successful students are determined by the Senate.

(2) Students who have received any disciplinary punishment other than an "official warning" during their period of study at the University, shall not be awarded 'Honours' or 'High Honours' degrees.

Graduation

ARTICLE 37 – (1) To graduate from the Faculty, students are required to successfully complete all the courses required for graduation; to successfully complete the required Professional practices and similar studies; to achieve a Cumulative Grade Point Average (CGPA) of at least 2.00/4.00; to complete a total workload of at least 360 ECTS credit points for graduation, with 60 ECTS credit points accounting for each academic year. Students who have met their graduation requirements are awarded the diploma, provided that they fulfill all their financial requirements (tuition and other fees), and return all registered office equipment to the university.

Diplomas

ARTICLE 38 – (1) The following diplomas are awarded by the Faculty of Medicine:

a) Associate Degree in Basic Medical Sciences (Diploma): Students who drop out of the University after successfully completing the first two years of the Faculty program, in at most

four academic years, shall be awarded an Associate Degree in Basic Medical Sciences (Diploma). Students who have attained this diploma subject to the aforementioned conditions in this paragraph, are required to return their diploma to the University during the registration process, in the event that they come back and are admitted to the same program.

b) Master's Degree in Clinical Science (Diploma): Students who successfully complete the Associate Degree in Basic Medical Sciences and Master's Degree in Clinical Science in a total of at most eight years shall be awarded the Master's Degree in Clinical Science (Diploma). This diploma alone does not entitle the student to practise medicine. Students who have attained this diploma subject to the aforementioned conditions in this paragraph, are required to return their diploma to the University during the registration process, in the event that they come back and are admitted to the same program.

c) Doctor of Medicine (Diploma): Students who successfully complete the projected six-year period of study for a medical doctorate program shall be awarded the "Doctor of Medicine Diploma".

SECTION EIGHT

Miscellaneous and Final Provisions

Committees

ARTICLE 39 – (1) The following Committees, Commissions, Coordinators, Heads and Supervisors are essential for the proper implementation and monitoring of the Faculty education program:

- a) Liaison Committee on Medical Education
- d) Program Evaluation Committee
- e) Faculty Curriculum Committee
 - ç) Assesment-Evaluation Committee
- f) Accreditation and Self Evaluation Committee
- g) Domestic and International Student Exchange Programs Committee
- h) Coordinators Committee
- i) Student Education Committee
 - ğ) Professional Skills Committee
- j) Faculty Adjustment Commission
 - ı) Undergraduate Education Head Coordinator.
- k) Term Coordinator.
- l) Elective Courses Coordinator.
- m) Faculty member responsible for the Subject Course Committee
- n) Faculty member responsible for the Professional Practice
- o) Academic Student Advisor.

(2) Birinci fıkrada yer alan kurul, komisyon, koordinatör, sorumlu ve danışmanların görevleri, teşkili ve diğer hususlar, Senato tarafından belirlenen usul ve esaslarla düzenlenir.

Off-campus Education

ARTICLE 40 – (1) Participation of students in Student Exchange Programs organized within the framework of National and International Agreements are decided by the Faculty Administrative Board, upon the petition of the students.

(2) To be able to participate in Clinical Professional Practices outside their home institution that are not included within the framework of National and International Agreements, students who wish to do so, are required to submit the contents of the Clinical Professional Practice they plan to attend to the Faculty Administrative Board and their petition needs to be approved by the Faculty Administrative Board.

Discipline

ARTICLE 41 – (1) The provisions of Higher Education Institutions Student Discipline Regulations shall apply regarding student disciplinary actions.

Situations for which there are no provisions

ARTICLE 42 – (1) For cases that are not covered by the provisions of this Regulation, the provisions of other relevant legislation, Bahçeşehir University, Associate and Undergraduate Education-Training and Examination Regulations and the decisions of YÖK, the Senate, the University Executive Board, the Faculty Executive Board and the Faculty Board shall apply.

Notification

ARTICLE 43 – (1) All kinds of written notifications to be made to the students shall be deemed ‘completed’ upon; their submission to the address the students declared during their initial registration to the University or updated on the student information system later on; sending them to the students’ e-mail account opened by the University; their announcement by the Faculty. Students are also required to update their contact numbers or email address every time they re-register to the program.

(2) Students are responsible for; keeping the e-mail accounts registered to their user names active; following their e-mails regularly; updating the contact address that they declared to the University during registration in case of any change of address, by notifying the University about their new address, through the student information system within 15 days.

Enforcement

ARTICLE 44 – (1) These regulations shall become effective on the date they are published, as of the beginning of the 2019-2020 Academic Year,

Execution

ARTICLE 45 – (1) The provisions of these regulations are executed by the President of Bahçeşehir University.
