

**GAZI UNIVERSITY FACULTY OF MEDICINE
TURKISH AND ENGLISH PROGRAMME
UNDERGRADUATE EDUCATION AND TRAINING
EXAMINATION DIRECTIVE**

SECTION ONE

Purpose, Scope, Foundation, and Definitions

Purpose

Article 1- Purpose of this Directive is to regulate the principles of registry, education, training, and examination process of the Turkish and English program of Gazi University Faculty of Medicine

Scope

Article 2- This directive contains undergraduate education-training plan, duration and structure of the education, registry, courses, and course attendance policies, examination, evaluation and objection processes, graduation, disenrollment and deregistration, and disciplinary practices of the Gazi University Faculty of Medicine.

Foundation

Article 3- This directive was prepared on the basis of Gazi University Associate and Undergraduate Education-Training and Examination Regulations. Gazi University Faculty of Medicine Turkish and English Programme are executed in accordance with the decisions of the law no. 2547 of Higher Education Law and Higher Education Council, Interuniversity Council, and authorized councils of the Gazi University and the decrees of this directive.

Definitions

Article 4 – Abbreviations in this directive are;

CPGA: Cumulative Grade Point Average

Dean: Gazi University Dean of Faculty of Medicine

Course Council: First-second-third Grade Students integrated course groups

ACT: Art of Critical Thinking

Educational Guidance: The booklet that containing the practices, rules, aims, and learning objectives of the academic year and the annual course schedule

Faculty: Gazi University Faculty of Medicine

ECS: Education of Communication Skills

CSE: Clinical Skills Education

EBME: Evidence-based Medical Education

CoC: Council of Coordinators

SSPC: Student Selection and Placement Centre

PBE: Problem Based Education

Elective Courses / Internship: In-field and out-of-field courses chosen by the student voluntarily

Internship: Fourth-fifths-sixth grade students' internship courses

CHE: The Council of Higher Education

SECTION TWO EDUCATION-TRAINING PLANNING, DURATION and STRUCTURING

Education Plan, Programme, and Academic Calendar

Article 5 - An academic year is organized according to the education programs in the semester. It corresponds to a minimum of 140 working days and 28 weeks. At the end of each academic year, the academic calendar of the next academic year is submitted for the approval to the Faculty Council and the Rectorate.

The Duration of Education

Article 6 - The duration of education is six (6) years in Turkish and English programs. The preparation period in the English program is not included in this period. The duration of education and student rights are subject to the relevant articles specified in Gazi University Associate and Undergraduate Education-Teaching and Examination Regulations.

Integration System

Article 7 - (1) Education-Training of the first, second and third year students is executed according to an integrated system which is arranged on the basis of coordination between subjects and on the basis of association between the subjects.

(2) Practice Principles for Introduction to Medicine, which are in the first three grades and are a part of the integrated system (CSE, ECS, EBME, ACT, PBE, etc.) are defined in the education guideline that is published every year.

(3) At fourth, fifth, and sixth grade, each course is structured as an internship.

(4) There are elective courses/internships in each year of education.

(5) The curriculum is structured as theoretical lectures, laboratory, and practical applications (simulated patient practice, bedside visits, etc.).

Sixth Grade (Internship)

Article 8 – (1) Sixth-grade education lasts 12 months and is called internship. Its scope includes preclinical, clinical, polyclinic, laboratory, and field studies in departments, individual medical intervention, patient follow-up, epicrisis, application of communication skills, seizures, seminars/meetings, active participation, and contribution.

(2) Provided that the program eligibility condition is met and it should not exceed three (3) months, requests for domestic and international internships outside the faculty are evaluated by the Coordinators Council and the Faculty Administrative Council.

Education-Training Structuring-Implementation

Article 9 - The structuring consists of education councils that work under the responsibility of the Dean of the Faculty of Medicine and the Deputy Deans and with the technical support of the Head of the Medical Education Department. Councils work under their own directives. Faculty members and lecturers in charge of the committees have to receive the necessary training in the relevant subject.

SECTION THREE REGISTRATION, COURSES, AND ATTENDANCE

Registration and Admission and Renewal of Registration

Article 10 - Admission and renewal of registration to the faculty are made within the framework of the principles and conditions determined in the 9th and 10th articles of Gazi University Associate and Undergraduate Education and Examination Regulations.

Courses

Article 11 – The courses in the medical doctor education program such as Atatürk’s Principles and History of Revolution, Turkish Language and English courses are compulsory 5(1) courses without prerequisites. It is obligatory to be successful in all of these courses until the end of the 5th grade in order that students can continue their education at sixth grade.

Prerequisite and Selective Courses

Article 12 - (1) All courses except the 5(1) courses and elective courses specified in the 11th article of the education program at the Faculty of Medicine are prerequisite courses.

(2) A student who is not successful in the prerequisite courses cannot continue to the next grade and cannot take courses from the next grade.

(3) Elective courses in the first, second, and third years continue for one semester. Each student has to take different elective courses each semester. A student who fails the elective course can continue with the next grade but before starting the sixth year, he must be successful in all of these 6 elective courses taken in the first three grades.

(4) The assessment and evaluation and crediting of the elective internships in the fourth, fifth and sixth grades are made in accordance with the grade they are in.

(5) The student who has to take the elective course or the elective internship in the fourth, fifth and sixth grades again can take another elective course/internship with the same credit if the elective course/elective internship he has taken before is not opened.

(6) Elective courses/internships are included in the diploma supplement of the student.

Attendance

Article 13- (1) Course attendance requirement is determined within the framework of the principles and conditions stated in Article 13 of Gazi University Associate and Undergraduate Education and Examination Regulations.

(2) Attendance status is determined by the attendance lists to be signed by the participating students and the relevant coordinator branch is informed about the situation. The student who signs on behalf of someone else is also considered absent and a disciplinary investigation shall be opened. The medical report does not rule out the compulsory attendance.

Article 14- (1) It is obligatory to attend at least 70% of the theoretical courses and 80% of the laboratory and internships in each grade. The student cannot take the practical and theoretical exams of the relevant courses for which he/she does not meet the attendance requirement. Students who have more than 20% absenteeism in each small group study within the scope of Introduction to Medicine Practices receive zero (0) points from the relevant small group study.

(2) Students who have met the attendance requirement but have not taken the practical exam held before the course committee are not allowed to take the course committee theoretical exam but can take the make-up exam if they document their excuses.

(3) To be able start their education in the appropriate grade, it is mandatory for students coming after the start of the academic year on the basis of the undergraduate transfer, academic amnesty, and court decision to have attended 80% of the course committees or internships and 70% of the theoretical courses from the beginning of the academic year to the date they start the faculty. Students who exceed these time limits can start their education at the beginning of the next academic year or the next internship on the condition that they reserve their rights.

Internship Manager

Article 15- One of the faculty members in the department that is giving the internship is assigned as the internship manager by the Head of the Department to give the internship to the students. The internship manager works in cooperation with the relevant class coordinator and is responsible for the execution of the internship in accordance with the program.

Advisor

Article 16- Advisor procedures are realized in accordance with the clauses that are stated in 9/6, 10/5, 10/6, 10/9, 10/10 of Gazi University Associate and Undergraduate Education and Examination Regulations and within the framework of the principles and conditions determined in the Gazi University Academic Counselling Directives.

SECTION FOUR EXAMS, EVALUATION AND OBJECTIONS

Exams

Article 17 - (1) Exams are held within the framework of the principles and conditions determined in Article 14 of Gazi University Associate and Undergraduate Education and Examination Regulations. In the first, second, and third grades, midterm exams and final (year) exams are held throughout the year. For 5(1) courses, one midterm exam and one final (year) exam at the end of the semester are held in each grade. In the elective courses offered for each class, a midterm exam and a final exam are held at the end of the semester.

(2) Grade weights of the small group studies included in the Introduction to Medicine Practices are determined by the Coordinators Board at the beginning of each academic year and approved by the Faculty Board. It is announced to students in October at the latest.

(3) It is obligatory to get a raw score of 70 from the end of term (year) exam for the Entrance to Medicine Practices in the first, second and third year. A student who cannot get a raw 70 points cannot take the end-of-year exam.

(4) It is obligatory for the student to get a raw score of 60 from Evidence-Based Medicine Practices in the fourth grade. For the student to start the sixth year, it is obligatory to attend, complete, and be successful in the Evidence-Based Medicine Practices in the fourth year until the end of the fifth year. A student who does not attend or is found unsuccessful in the fourth grade for any reason must complete these applications until the end of the fifth grade and be successful.

(5) Internship Final Exam: Practice and theoretical evaluation of each internship is done separately. The practice exam result is calculated over the Internship Process Evaluation (determined by the relevant department, with a contribution percentage not exceeding 40%) and practice exam marks. In the fourth and fifth year internships, the end of internship evaluation practice exam is held as determined by the relevant Department (side-by-side evaluation, mini-clinical evaluation, objective structured clinical practice exam (such as OSLER/OSCE and station exam)). Students with a raw score of 60 and above in the practical exam at the end of the internship are considered "Successful". The student who is successful in the practice exam is entitled to take the theoretical exam. The theoretical exam is in two parts, oral and written. In the internships, 20% of the practical exam, 50% of the oral exam, and 30% of the written exam are taken and the raw score of passing the internship is determined. Detailed information takes place in the education guideline.

(6) Make-up exam: If the excuse of the student who does not attend the midterm exam but documents his/her excuse in accordance with Gazi University's Just and Valid Causes Directive within 5 days after the exam is accepted by the Faculty Administrative Board, a make-up exam is held by the relevant coordinator. Make-up exams are not held for year-end exams (finals and make-up exams). Another make-up exam cannot be held separately for a make-up exam.

(7) Make-up exams: They are held within the framework of the principles and conditions determined in the Make-Up Exams Directive for Gazi University Associate and Undergraduate Students.

(8) Single Course Exam: At the end of 5th semester, it is applied if there is a single course/internship in which the student has failed (failed the make-up too) on the condition that the student has met the criterion of the necessary attendance.

(9) Progress exam: It is a relative assessment exam where students of all semesters take the exam at the same time, at the same time and with the same questions, and provides data showing the student's progress during the medical education and his/her place in his/her own semester. Participation is optional. The "Development Exam Date" and application period are announced by the Dean's Office. Only students who apply with a petition within this period can take the exam. In the relative evaluation of the students who take the exam according to the semesters, 5% of the grade obtained by the student out of 100 is added to the success grade of a course committee or the end of the internship, which will be preferred by the student in the relevant semesters. For this process to take place, the student must specify the course committee/internship to which he/she wants the grade to be added in the application petition for the Development Exam. The exam grade of the students who do not specify any course committee/internship name in their petition is not added.

Exam Format

Article 18- (1) Theoretical and laboratory and/or practical exams of a course committee or internship are evaluated together.

(2) In the first three years, exams can be given as theoretical (oral and/or written), and/or practical/laboratory exams (oral and/or written, or objective structured practical exam). It is obligatory to take the laboratory/practical exams of the course committees in the first three grades. A student who does not take any laboratory/practical exam in the relevant course committee for each course is not taken to the theoretical exam of the relevant course committee and the relevant midterm exam grade is announced as "-50". Students who cannot take the laboratory/practice exams at the end of year exam for any reason can take the end of the year theoretical exam, but the practical exam grade of the relevant course is accepted as zero (0).

(3) For the student to start the fourth grade at the end of the third year and the sixth grade at the end of the fifth year, the CGPA must be 2.00. Students who want to increase their CGPA to 2.00 can take the make-up exam for the classes they have passed with DC or DD to raise their grades at the end of their third year, according to Gazi University's Make-up Exams Directive for Associate and Undergraduate Students. Regardless of which one is higher, the most recent grade is valid in the exams. Students whose CGPA is below 2.00 at the end of the make-up exam repeat the year they take the make-up exam.

(4) In the fourth and fifth grades, practice and theoretical exams are given in the Internship final exam. The student who is successful in the practice exam is taken to the theoretical exam. At the end-of-internship practice exam, students are evaluated as "**Successful**" or "**Failed**". The student who does not take the practice exam or fails the practice exam is not taken to the theoretical exam. Students who do not take the practice exam and fail the theoretical or practice exam repeat the internship. For students to start the sixth year, the cumulative grade point average (CGPA) must be 2.00 at the end of the fifth year. At the end of the fifth year, students can only take the make-up exams for a maximum of three internships they have passed with DC and DD to raise their grades, and students who fail the make-up exam have to repeat the internship. A student can take one internship exam in a day.

(5) Sixth-grade students are evaluated by the head of the department with an Intern Report Card in terms of their practical applications, theoretical knowledge, communication skills, behavior, and attitude during their internships.

Grade Calculation

Article 19 - (1) In the midterm and semester/end exams of a course committee, the sum of the grades taken from each of the courses that make up the course committee, according to

their weights, determines the grade of that exam and the grade received by the student is announced by being converted to letter grade.

(2) The difference between the grade received by a student who gets less than 50% in one or more of the courses in a course committee and 50% of the total grade of that course is subtracted from the total grade of the course committee exam.

Midterm Exams Grade Calculation

Article 20 - The grade point average of the midterm exams held in the first, second and third grades is determined by dividing the sum of the grades obtained by the student in the midterm exams by the number of midterm exams. The relevant midterm exam grade of the student who does not attend the midterm exams of the relevant course committee or committees without an excuse accepted by the Faculty Administrative Board is announced as “-50”.

Final Grade Calculation

Article 21 - (1) Success grade is calculated within the framework of the principles and conditions determined in Article 15 of Gazi University Associate and Undergraduate Education and Examination Regulations.

(2) In the first, second, and third grades, the final grade of the course committees is calculated by adding 60% of the midterm exam grade point average to 40% of the semester/year-end exam grade.

(3) In the year 4 and 5, the internship grade of the students who have been successful in the practice exam are determined by taking the average of the marks they get in the oral and written exam.

(4) Equivalent of the calculated score, using one of the methods prepared by the decision of the University Education Commission and the approval of the Senate, one of the letter grades whose representations and coefficients are stated below, is assigned by the Examination Centre in the first, second and third grades, and announced by the faculty members and lecturers assigned by the Departments in the fourth and fifth grades.

| Grades | Coefficient |
|---------------|--------------------|
| AA | 4.00 |
| BA | 3.50 |
| BB | 3.00 |
| CB | 2.50 |
| CC | 2.00 |
| DC | 1.50 |
| DD | 1.00 |
| FD | 0.5 |
| FF | 0.0 |

D=Discontinuous

G=Not Attended (For the First, Second and Third Grade (-50) Grade Mark)

E=Lacking (The "E" grade, which is not corrected within 3 weeks following the finalization of the final exam grades, is converted to "FF".)

VZ= Withdrawal

(5) A student who receives AA, BA, BB, CB, CC, DC, and DD grades from a course in all classes is deemed to have succeeded in that course. However, to graduate, the student's CGPA must be at least 2.00. The raw success point equivalents of the success letter grade are determined by the education coordinating board.

(6) At the end of the fifth year, students can only take the make-up exams for the internships they have passed with DC and DD to raise their grades. Students who start the fifth grade late due to the internship/internships they take again in the fourth grade and who finish the fifth grade and become an intern within the year, not at the end of the year, can take the internship exams or make-up exams of the internships that continue to raise their grades, without waiting for the end of the year. Students who want to take the exam must notify the term coordinator with a petition at least three (3) days before the exam. Students whose CGPA is below 2.00 at the end of the make-up exam repeat the internship they have taken the make-up exam for.

(7) Students who want to increase their GPA can only retake the courses they have passed with DC and DD. The last grade obtained in the semester/year in which the course is repeated is valid.

(9) The previous success grades of the students who come from outside the university by transfer or who enrolled in the university by means of SSPS exam, horizontal and lateral transfer are recorded in the transcript of the student using the grade conversion table in accordance with the horizontal transfer and credit transfer guidelines.

Participation and Validity of Exams

Article 22 - (1) Exams are held within the framework of the principles and conditions determined in Article 14 of Gazi University Associate and Undergraduate Education and Examination Regulations.

(2) Gazi University Faculty of Medicine Pre-Graduation Education-Training Examination Procedures and Principles Directive is applied in all exams within the faculty.

Objections to Exam Questions and Grades

Article 23 - (1) All kinds of announcements, published in the Faculty shall be considered as notices and notifications. Exam questions and answer keys are announced for at least one day after the exam. Objections to midterm questions and answers in the first, second and third grades are made within 24 hours, and objections to final exams are made to the student affairs office within 48 hours. Objected questions and answers can be canceled in line with the evaluation of the faculty member who has prepared the question. The canceled question is excluded from evaluation and student grades are calculated based on the answers given to the remaining questions.

(2) Objections to the exam result on the grounds of material error are evaluated within the framework of the principles and conditions determined in Article 15 of Gazi University Associate and Undergraduate Education and Examination Regulations.

(3) Objections to small group work grades are evaluated by the relevant committee and written information is given to the Dean's Office regarding the issue.

Lateral Transfer and Credit Transfer

Article 24- It is done within the framework of the principles and conditions determined in the 8th Article of Gazi University Associate and Undergraduate Education and Examination Regulations and the relevant directives.

Excuses

Article 25- It is evaluated within the framework of the principles and conditions determined in the 14th Article of Gazi University Associate and Undergraduate Education and Examination Regulations and the Gazi University Directive for Just and Valid Causes.

Permissions

Article 26- It is evaluated within the framework of the principles and conditions determined in Article 17 of Gazi University Associate and Undergraduate Education and Examination Regulations.

SECTION FIVE GRADUATION, DISENROLLMENT, AND, DEREGISTRATION

Graduation Achievement Degree

Article 27- It is evaluated within the framework of the principles and conditions determined in Article 18 of Gazi University Associate and Undergraduate Education and Examination Regulations.

Diplomas

Article 28 - (1) Students who successfully complete the theoretical and practical studies required for graduation in accordance with the regulatory provisions of the Higher Education Law are entitled to receive the Medicine Faculty Diploma with all their authority and responsibilities to benefit from the rights and authorities recognized by the laws of the Republic of Turkey.

(2) Students of the Faculty of Medicine who have not completed or cannot complete their undergraduate education are given an associate degree in basic medical sciences in accordance with the provisions of the Regulation on Obtaining Associate Degree Diplomas or Adaptation to Vocational Schools of those published in the Official Gazette dated 18/3/1989 and numbered 20112, issued by the Council of Higher Education.

Deregistration

Article 29- It is done within the framework of the principles and conditions determined in Article 20 of Gazi University Associate and Undergraduate Education and Examination Regulations.

SECTION SIX DISCIPLINARY MEASURES AND CLOTHING

Discipline

Article 30 – It is evaluated within the framework of the principles and conditions determined in Article 21 of Gazi University Associate and Undergraduate Education and Examination Regulations.

Article 31 - Students in the Faculty of Medicine are dressed in accordance with the dignity of medical profession and the special conditions required by hospital and laboratory conditions. Detailed information is given in the education guideline.

SECTION SEVEN VARIOUS AND FINAL PROVISIONS

Cases Without Provisions

Article 32- In cases where there is no provision in this directive, Gazi University Associate and Undergraduate Education and Examination Regulation, Higher Education Law No. 2547 and other relevant Higher Education legislation provisions and the decisions of the Senate, University Administrative Board, and Faculty Administrative Board are applied.

Repealed Legislation

Article 33- With the decision dated 31.07.2015 and numbered 2015/115, the “Directive for Medical Faculty Student Education and Examination” accepted by the Gazi University Senate has been repealed.

Validity

Article 34- This directive is valid as of the beginning of the 2018-2019 academic year.

Executive

Article 35- The provisions of this directive are executed by the Rector of Gazi University.