

ACIBADEM MEHMET ALİ AYDINLAR UNIVERSITY
SCHOOL OF MEDICINE
UNDERGRADUATE MEDICAL EDUCATION DIRECTIVE

SECTION 1

Aim, Scope, Legal Basis, and Definitions

Aim

Article 1- (1) The purpose of this Directive is to regulate the general principles to be applied in undergraduate medical education of Acıbadem Mehmet Ali Aydınlar University School of Medicine.

Scope

Article 2- (1) This Directive covers the organization of undergraduate education programs, assessment and evaluation methods and the duties and responsibilities of students and interns at Acıbadem Mehmet Ali Aydınlar University School of Medicine.

Legal Basis

Article 3- (1) This directive is regulated based on the Higher Education Law No. 2547 and Mehmet Ali Aydınlar University Associate and Undergraduate Education, Training and Examination Directive dated 29 January 2017 and numbered 29963. Education, training and assessment-evaluation practices applied in Acıbadem University School of Medicine are carried out in accordance with the provisions of this Directive.

Definitions

ARTICLE 4 - (1) The terms that appear in this Directive shall refer to the following;

- a) University: Acıbadem Mehmet Ali Aydınlar University
- b) School of Medicine: Acıbadem Mehmet Ali Aydınlar University School of Medicine
- c) Faculty Board: Faculty Board of Acıbadem Mehmet Ali Aydınlar University School of Medicine
- d) Board of Directors: Board of Directors of Acıbadem Mehmet Ali Aydınlar University School of Medicine
- e) Rector: Acıbadem Mehmet Ali Aydınlar University Rector
- f) Dean: Acıbadem Mehmet Ali Aydınlar University School of Medicine Dean
- g) Phase I: Preclinical period of medical education in years 1, 2 and 3
- h) Phase II: Clinical period of medical education in the 4th and 5th years
- i) Phase III: Internship period, which is the 6th year of medical education
- j) Clinical semester student: Students who receive training in clinical practical courses in Phase II
- k) Intern: Student training in Phase III

SECTION 2

Student Admission

Determination of Student Quotas

Article 5- (1) The student quotas of the Faculty for the following academic year are determined by the Faculty Board and the Senate taking into account the infrastructure and facilities and proposed to the Council of Higher Education.

SECTION 3

General Structure of the Medical Education Program

Education System

Article 6- (1) The main structure of the education program in the School of Medicine consists of integrated committees in the first three years (Phase I) and is designed as training modules in which clinical and basic sciences are integrated on the basis of the organ system. In this phase, there is education of professionalism and clinical skills where social sciences are also integrated, and committees where research and social medicine are included. In Phase II, clinical practices can be planned as based on the clinical field or integrated applied courses. The internship period (Phase III) consists of programs planned according to the on-the-job learning approach.

(2) The training is mainly carried out face to face, but when unusual situations occur, it can also be carried out online by the decision of the Faculty Board, taking into account the training requirements.

Duration of Education

Article 7- (1) The duration of education in the School of Medicine is six years, excluding the preparatory class.

(2) Students must complete the 6-year medical education program in a maximum of 9 years. For students who cannot complete their education during this period, the provisions of Article 44/c of the Law No. 2547 shall apply.

(3) In case the student is suspended by the decision of Board of Directors of the Faculty for justified and valid reasons stipulated in the Associate and Undergraduate Education and Examination Directive of Acibadem Mehmet Ali Aydınlar University, the periods spent shall not be taken into account in the calculation of these maximum periods. These students who receive suspension from the university are not considered as absent with excuses.

Education Periods and Characteristics

Article 8- (1) 6-year education in the School of Medicine consists of 3 phases. These phases and their properties are as follows:

Phase I: This pre-clinical period covers the 1st, 2nd and 3rd years of medical education. In this phase, students receive basic medical knowledge of normal structural functions and pathological changes integrated with clinical knowledge and acquire basic medical and professional skills.

Phase II: This clinical period covers the 4th and 5th years of medical education. In this phase, students develop their skills in disease prevention and health promotion, approach to a patient, differential diagnosis and disease management by observation in

clinical settings and society and participating in health services.

Phase III: 6th year of medical education is internship period. In this phase, interns reach the medical competencies defined for graduates by taking an active role in the diagnosis, treatment and follow-up of patients and participating in health services in the society. This semester is a one-year uninterrupted training.

(2) Each year and phase is a prerequisite for the next year and phase.

Course Categories

Article 9- (1) The courses in medical education are divided into the following categories:

1. **Committees / Integrated Medical Courses:**

- a. **Biomedical Subject Committees (BSC):** These are training modules that integrate basic sciences and clinical sciences in the first three years and examine normal structure and functions, cell and tissue damage and organ systems.
- b. **Clinical Medicine and Professional Skills Program (CMPS):** They are training modules that integrate relevant disciplines in the fields of society and health, research and scientific method, medical ethics and humanities, communication and clinical skills.

2. **Complementary Medical Courses (CMC):** These are compulsory (Medical English, Biostatistics and Bioinformatics courses) and elective (Electives in Medicine) medical courses opened in the School of Medicine.

3. **Common Courses:** These are compulsory (Atatürk's Principles and History of Turkish Revolution and Turkish Language Literature courses) and common elective courses of the university.

4. **Transition to Clinical Clerkship (TCC):** It is the module that provides the necessary competencies for clinical applications to ensure compliance with clinical internships.

5. **Clerkships:** Compulsory (CLE-C) and elective (CLE-E) clinical practical courses in the 4th and 5th years.

6. **Internship Programs:** Compulsory (INT-C) and elective (INT-E) internship programs in the 6th year.

Learning Environments and Methods Used

Article 10- (1) Learning environments are basically university campus, simulated clinical practice center, training and research area, affiliate training and research hospitals.

(2) Student-centered education methods such as classroom lessons and laboratory applications, simulated clinical applications, clinical applications and field applications in hospital and primary care, team-based learning, problem-based learning, inverted learning, and case-based learning are included.

Medium of Instruction

Article 11- (1) The medium of instruction the School of Medicine is English.

(2) Turkish proficiency of foreign students should be at B2 level in order to pass to Phase II.

SECTION 4

Assessment and Evaluation

Assessment Method

Article 12- (1) The success of the students in the School of Medicine program is evaluated with valid and reliable assessment and evaluation methods.

(2) These methods are planned in accordance with the targeted learning areas and are applied in order to give feedback by monitoring the student's development as well as deciding on the student's success.

(3) Multiple evaluation methods suitable for the learning area and objectives are planned by the Training Curriculum Board, the Assessment and Evaluation Board and relevant Departments.

(4) Students are informed about the assessment-evaluation methods and evaluation criteria to be applied at the beginning of the education period and at the beginning of each program.

Assessment and Evaluation Methods

Article 13- (1) Apart from the written examinations in the assessment and evaluation of students in Phase I in the School of Medicine, assignments, reports, presentations, research, portfolio and similar methods used in the evaluation of student-centered education practices are applied.

(2) In Phase II, methods such as Mini Clinical Exams and Objective Structured Clinical Exams, where clinical performances are evaluated predominantly in clinical practice courses, as well as methods such as oral and written exams, clinical case analysis, portfolio, and internship diaries (logbook) are applied.

(3) In Phase III, intern doctors are evaluated according to their clinical knowledge and skills, communication, ethical attitudes and professional practices in the programs they participate in.

Types of Exams

Article 14- (1) The following exams are applied in the course committees and courses in Phase I:

a) Exams applied in Biomedical Subject Committees (BSC) and Clinical Medicine and Professional Skills Program:

Subject Committee Examinations: These are the assessment evaluations made while the course boards within the scope of Biomedical Subject Committees (BSC) and Clinical Medicine and Professional Skills Program (CMPS) are in progress.

BSC and CMPS Final Exams: These are the exams that cover all committees in that period at the end of each semester and are conducted in accordance with the scope of these courses. These exams are conducted separately for BSC and CMPS Program.

BSC and CMPS Incomplete Exams: These are the exams opened for students who fail the final exam and instead of the final exam.

b) Complementary Medicine Courses (CMC) exams are evaluated depending on the requirements of the courses.

c) Common courses are evaluated according to the provisions of Acıbadem Mehmet Ali Aydınlar University Associate Degree and Undergraduate Education and Examination Directive.

(2) The following examinations are performed in the clinical practical courses in Phase II:

a) Clerkship exams: These are the exams conducted while clinical practical courses are in progress.

b) Clerkship final exam: These are the exams conducted at the end of the clinical practical course.

c) Clerkship incomplete exam: These are the exams made for students who fail the clinical practical course and constitute the clinical practical course grade.

d) Full learning approach is applied in Transition to Clinical Clerkship (TCC) course and performance evaluations are made.

(3) Clinical skills and professionalism of interns are evaluated based on their on-the-job performance.

Evaluation of Exams and Exam Grade

Article 15- (1) Each assessment and evaluation is made out of 100 full points.

(2) The grades and grade calculations at the end of the exams are as follows:

a) **Biomedical Subject Committee Grade:** It is a grade consisting of the weighted average of the Biomedical subject committee exams.

b) **Clinical Medicine and Professional Skills (CMPS) Program Note:** The assessment-evaluation methods to be used for the CMPS Program Exams, their scope and contribution to the CMPS Program Note are determined by the CMPS Coordinators at the beginning of the semester and the exam matrix created for this purpose is announced to the students in writing. The grade calculated as a result of these evaluation methods is the CMPS program grade.

c) **Biomedical Subject Committee and CMPS Programs Grade Point Average:** The credit-weighted average of the Biomedical subject committee grades of each period constitutes the Biomedical subject committee grade point average of that period, and the credit-weighted average of the CMPS Program Grades constitutes the CMPS Programs grade point average of that period.

d) **Biomedical Subject Committee Final Grade:** It is the grade consisting of the 60% of the grade point average of the Biomedical Course Committees and 40% of the final exam grade made for the Biomedical Course Committees. Students with a Biomedical Course Committees GPA of 80 or above may not take the final exam. In this case, the Biomedical Course Boards grade point average is considered as the Biomedical Subject Committee Final Grade.

e) **CMPS Final Grade:** It is the grade consisting of the 70% of the grade point average of CMPS Programs and 30% of the final exam grade made for the CMPS Program. Students with a CMPS Programs grade point average of 80 and above

may not take the final exam. In this case ‘CMPS Programs grade point average’ is considered as CMPS Final Grade.

f) **Common Courses Achievement Grade:** The achievement grade of common compulsory and elective courses is made according to the provisions of Acibadem Mehmet Ali Aydınlar University Associate Degree and Undergraduate Education and Examination Directive.

g) **Exam Grades of Non-Committee Medical Courses:** The assessment and evaluation of these courses are determined by the responsible faculty member at the beginning of the academic year and announced to the students at the beginning of the semester.

h) **Clerkship Grade:** It is the grade formed by the participation of the evaluations made during the clerkships and the clerkship final exam grade in Phase II at the rates decided by the departments and the relevant committees. It is approved and implemented by the faculty board.

Notes:

Article 16- (1) The coefficients and evaluation form of the grades and corresponding letter grades used in the evaluation of the exams of the School of Medicine are as follows.

Letter grade	Grade Scale	Coefficient	Value
AA	90-100	4.00	Outstanding
BA	85-89	3.75	Outstanding - Good
BB	80-84	3.50	Good
CB	75-79	3.00	Good- Average
CC	70-74	2.50	Average
DC	60-69	2.00	Low Average
DD	50-59	1.50	Poor
FF	0-49	0.00	Fail
FG	Student absent from final exam	0.00	Fail
NA	Student absent from classes	0.00	Fail
M			Exempted
S			Successful
U			Unsuccessful
Grades not included in the average			
Grade (S): ‘Successful ’grade forTransition to Clinical Clerkship (TCC) and Internship Programs			
Grade (U): ‘Unsuccessful ’grade forTransition to Clinical Clerkship (TCC) and Internship Programs			

Prerequisites to Pass a Class

Article 17- (1) Those who are successful in Biomedical Subject Committees and CMPS Programs for each year may proceed to an upper semester. In case of failure from any of these, the year is repeated and the student takes the courses in the category in which he/she fails. For courses in this category, the end of year grade of 60 (DC) and above is considered successful.

(2) Passing the Transition to Clinical Clerkship (TCC) successfully is a prerequisite for starting the clinical practical courses of Semester IV (Phase II)

(3) 'Common Courses with Complementary Medical Courses must be successfully completed before proceeding to Phase II. Phase II period cannot be started until these courses are successfully completed. 60 (DC) and above are considered successful for courses in this category. The status of the students who come to Phase II with undergraduate transfer is decided by the Board of Directors of the Faculty.

(4) If the student who does not take the final exam does not take the make-up exam, the Semester Grade becomes "FG" and the course is considered unsuccessful.

(5) The internship (Phase III) period cannot be started until the clinical practical courses in Phase II are successfully completed.

Attendance Obligation

Article 18- (1) Students are obliged to attend all the courses they are enrolled in. Students who do not attend more than 20% of the course with or without excuses are not taken to the exam of that course and receive "NA" grade.

(2) Full participation in Phase I and Phase II applications and internship program is obligatory. In cases where the student's absenteeism in these courses does not exceed 20%, the Departments can compensate for the applications that the student does not complete to the extent possible.

Exam Days and Form

Article 19- (1) Exam days can only be changed by the decision of the relevant committees after the dates are announced.

(2) Exams are conducted theoretically (written or verbal or both written and verbal) and practically. Practical exams may not be conducted in cases deemed appropriate by the course coordinator.

(3) Students are obliged to take the applied and theoretical exams.

(4) Students have to take the exam on the day and time determined for the committee, final, clerkship and incomplete exams. The student who does not take the exam on time receives "FG" grade.

(5) Exams are conducted face-to-face or on the computer as a face-to-face e-exam at campus. When unusual situations occur, exams can be done as a 'remote-supervised online exam' by the decision of the Faculty Board, taking into account the requirements of education.

Excuses

Article 20- (1) In order for the student to be considered as excused with a health report during the education period, he/she must certify his/her illness with a valid report within 7 days and this report must be accepted by the Board of Directors of the Faculty. The provisions of Acıbadem Mehmet Ali Aydınlar University Student Health Affairs and Health Reports Directive shall apply to the issue of this report.

(2) Board of Directors of the Faculty may accept or reject any excuse of the student.

(3) A make-up exam shall be organized for the students whose excuses are accepted by Board of Directors of the Faculty. These exams are conducted for exams other than the committes and clerkship final exams and their incomplete exams.

Objection to Exam Results

Article 21- (1) Students make their objections to the exam results in writing to the Dean of the Faculty within 7 days at the latest after the results are announced.

(2) When a situation requiring a change in grades at the end of the examination made by the year coordinator, coordinator of the course board or the responsible instructor of the course, it is evaluated and decided in Board of Directors of the Faculty.

SECTION 5

Clerkships

Clerkships

Article 22- (1) These are the clerkships that are included in Phase II and provide the clinical development of the student.

Conducting Clerkship Outside the Institution

Article 23- (1) Elective clerkship can be conducted in domestic and foreign educational institutions, state hospitals and university hospitals outside the institution.

(2) Students who want to take the Elective clerkship outside the institution make their applications to the Dean's Office. Applications are evaluated and decided by the Board of Directors of the Faculty.

(3) Students who want to take their compulsory clerkship at a domestic university or abroad make their applications to the Dean's Office together with the acceptance letter and program information. Applications evaluated by the Compliance Commission are discussed and decided by Board of Directors of the Faculty.

Duties, Authorities and Responsibilities of Clinical Period Students

Clinical Period Students;

Article 24- (1) Are subject to the rules set out in the legislation for education in their clinical year.

(2) Perform all clinical practices under the supervision and supervision of the relevant coordinator and faculty members in the program.

(3) Are supposed to participate in theoretical courses in line with the curriculum prepared by the Department; monitors all kinds of medical interventions made in the outpatient, inpatient and other diagnostic and treatment units in line with the patient's privacy and permission, and make the interventions deemed appropriate under the permission and supervision of the trainer.

(4) Are supposed to act in accordance with the rules required by medical ethics during applications.

(5) Are supposed to comply with the rules of the training and research hospitals where the applications are made, patient safety and infection control measures.

(6) Are supposed to comply with the relevant clerkship guide book in which the requirements are written.

Clerkship Incomplete Exam

Article 25- (1) Students who fail one or more of the clerkships shall be taken to the incomplete exam of these at the earliest 15 days after the end of the last clerkship of that academic year.

(2) A student is given the right to repeat the clerkship or clerkships he/she failed in the incomplete exam in the next academic year. The student who fails again in the repeated clerkship is taken to the incomplete exam of the clerkship he failed at the earliest 15 days after the last clerkship.

(3) A student who is not successful in a

(4) clerkship, if he/she wishes, can be evaluated by the relevant course coordinator and taken for an incomplete exam during the final clerkship exam of the next group of students.

SECTION 6

Internship Program

Evaluation of Interns

Article 26- (1) Internship period evaluation is made in the form of performance evaluation for qualifications. The departments in the program monitor and evaluate the competencies of intern doctors.

(2) In this period, the success of the students is evaluated by considering the inpatient and outpatient services, laboratory and field studies, the patient observations and epicrisis they write, their behaviors towards the patients and the communication they establish, the seminars and the seminars they attend, and their success in clinical meetings separately.

(3) Interns are evaluated as "sufficient" or "insufficient" with the criteria for clinical and professionalism skills, communication and attitude areas included in the evaluation forms. In the event of incompetence, the student receives a "unsuccessful" (U) grade and repeats the relevant program.

Duties, Authorities and Responsibilities of Interns;

Interns;

Article 27- (1) Apply the knowledge and skills acquired in previous training periods under the supervision of the relevant instructor.

- (2) Work under the supervision of faculty members in outpatient clinic services of the clinical unit he/she works in.
- (3) Are assigned for the follow-up of more than one patient for training in the inpatient units of the training hospitals,
- (4) Communicate effectively with patients and their relatives and act with the principles of medical ethics.
- (5) Have night shifts and participate in medical practices under the responsibility of the instructor according to the rules of the department where interns are trained and the internship guide given to them.

(6) Improve their medical record keeping and evaluation skills during his/her training and can use patient management programs electronically.

(7) Follow the clinical practices (interventions) written in the internship guide and applies the practices under the supervision of the responsible faculty member.

(8) Cannot be assigned to compensate the service deficit of the institution or to go beyond the purpose of education apart from the medical practices they are responsible for in the internship program guidelines.

(9) Are supposed to dress and look like a physician in the working environment.

(10) Wear their ID cards visibly when they are on duty.

(11) Participate in services within the limits determined by the relevant Department or branches and the institution where the program will be conducted (vaccination, school screenings, periodic examinations, entrance examinations, filiation studies, workplace inspections, etc.) and comply with the working hours of the relevant institution at programs conducted outside the hospital

SECTION 7

Education Management

Structuring Education Management

Article 28- (1) Planning, execution, evaluation and development of undergraduate medical education shall be carried out in coordination by the committees and commissions.

(2) Faculty Board is the board that decides the objectives of the program, the courses to be opened, clinical practices and their assessment evaluations. Training Curriculum Commission and Assessment and Evaluation Commission take an active role in planning. The execution of the training is carried out by the Board of Coordinators and the phase and program coordinators assigned to them, the course committee and clinical practical course presidents and the hospital clinical training coordinators. Program evaluation is carried out by the Program Evaluation Commission.

Board of Coordinators

Board of Coordinators;

Article 29- (1) Consists of the Dean or Vice Dean Responsible for Education, Phase Coordinators, Term and Program Coordinators, Chairman of the Assessment and Evaluation Board, Head of the Program Evaluation Commission, Student Affairs Director and a student representative.

(2) Meets at least twice a year at the invitation of the Dean's Office. For each phase, the coordinators may hold extended meetings with all the executives of the training.

(3) Is responsible for the execution of undergraduate medical education as planned and takes part in making the necessary arrangements, ensuring the requirements, implementing the training and evaluating the results and ensures coordination.

(4) Examines the results of the student exams, determines the reasons for success or failure and, if necessary, presents them with a report to the Dean's Office.

(5) Evaluates feedback from instructors, students and consultants and submits it to the Program Evaluation Commission in a report.

(6) Makes the evaluations of that academic year and presents the results to the Dean, within one month following the end of the academic year,

(7) Presents the opinions and suggestions about the changes required to improve the quality of education, course training tools and their infrastructure to the Dean's Office.

Phase Coordinators

Phase Coordinators;

Article 30- (1) Are assigned by the Dean among the faculty members of the School of Medicine for 3 years.

(2) Ensure coordination for conduct of undergraduate medical education in the relevant periods.

(3) Prepare the academic calendar of the term they are responsible for.

(4) Ensure communication by holding meetings with students and coordinators responsible for education at the beginning of the academic year and during the year.

(5) Are responsible for the creation of the curriculum in the relevant phase and the preparation of the program books and booklets.

(6) Prepare a working schedule together with the relevant training coordinators of the periods they are responsible for and ensures that they are followed.

(7) Prepare or update the program application guides and ensure that the operation is carried out accordingly. They edit the exam calendar and create the relevant supervisor list.

(8) Submit feedback regarding the period they are responsible for to the relevant commissions at the end of the period.

(9) Take part in the preparation and execution of the ceremonies related to the faculty period carried out together with the event committee.

Academic Year Coordinators

Article 31- (1) In Phase I, each year has a coordinator.

Academic Year Coordinators;

- (2) Are appointed by the Dean among the faculty members of the School of Medicine for 3 years.
- (3) Ensure the integrity of the program of the year they are responsible for and conduct it in accordance with the program guides.
- (4) Submit the report regarding the year to Board of Coordinators at the end of each semester.
- (5) Inform the relevant Phase coordinator by examining the student continuity of the year for which they are responsible
- (6) Cooperate with the Heads of the Biomedical Course Board and CMPS exams and excuse exams and ensures that they are applied. They are responsible for the preparation and implementation of the final exam and supplemental exams.
- (7) Carry out the question bank works of the year they are responsible for.
- (8) Collect exam papers, control the calculation of exam grades and ensure that the results are announced on time.
- (9) Evaluate the objections to the exam results together with the chairman of the course committee and notify the Dean.

Head of Committee and Clerkship

Head of Committee and Clerkship;

Article 32- (1) Is appointed by the Dean among the faculty members of the School of Medicine for 3 years.

- (2) Prepares the relevant curriculum and ensures that the program is carried out in a complete and regular manner according to the application guide.
- (3) Ensures regular attendance by instructors and supervises the continuation of students.
- (4) Is responsible for collecting questions about the exams of the relevant committee or clerkship and printing the question booklets, ensuring security and order before, during and after the exam, and accurately calculating and explaining the exam results.
- (5) Provides the necessary assistance to the year coordinator in the preparation of excuses, end-of-term and make-up examinations in Phase I.
- (6) Collects and evaluates feedback from students and faculty.
- (7) Holds a meeting with the academic year coordinators, phase coordinator, students and related faculty members and ensures the evaluation of the relevant program within two weeks at the latest after the finalization of the related exams.

Hospital Clinical Training Coordinators

Hospital Clinical Training Coordinators;

Article 33- (1) Are assigned by the Dean for 3 years among the faculty members working in educational research hospitals.

(2) Work with Phase II-III coordinators and Program heads.

(3) Provide coordination between the Chief Physicians and phase coordinators of training and research hospitals.

(4) Follow the flow of programs related to clinical practices in the hospital with the officials of the Medical Education Coordination Office.

(5) Monitor the implementation of the decisions taken by the phase coordinator in the hospitals they are responsible for.

(6) Attend meetings organized by the Dean's Office regarding the programs.

(7) Work with the International Office and Phase Coordinators to ensure the coordination of ERASMUS and other foreign students in hospitals.

Medical Education Coordination Office

Medical Education Coordination Office;

Article 34- (1) Is established on the campus and in the training and research hospitals where clinical training takes place in order to provide technical-secretariat support in the organization, coordination and execution of training activities.

(2) Provides technical and secretarial support to the boards involved in the management of education in the School of Medicine.

(3) Provides technical and secretarial support in the organization, coordination and conduct of the training who will give the courses.

(4) Provides technical and secretarial support, during the fulfillment of the tasks defined in the relevant Directives

(5) Takes part in the organization of seminars and training meetings.

(6) Ensures the organization of the meetings of the committees and commissions and prepares the minutes.

Training and Curriculum Commission

Training and Curriculum Commission;

Article 35- (1) Consists of Dean, Vice Dean in charge of Education, Phase Coordinators, representative of the Department of Medical Education, two representatives of the Medical Education Student Commission shall consist of the Chairman of the Assessment and Evaluation Commission, the Chairman of the Program Evaluation Commission and at least 3 members selected by the Dean.

(2) Gathers at least twice in each semester.

(3) Works to determine training requirements, plans and improves the program.

(4) Conducts studies to prepare the training program according to the learning objectives and to restructure and improves it according to the results of the program evaluation.

Assessment and Evaluation Commission

Assessment and Evaluation Commission;

Article 36- (1) Consists of 9 faculty members from the basic and clinical sciences, a representative of the Department of Medical Education and a representative of the Student Commission of Medical Education, up to a maximum of 11 members.

(2) Members shall be appointed by the Dean for a period of three years. A member whose term of office has expired may be re-appointed.

(3) Works for the planning of assessment and evaluation methods in undergraduate education

(4) Contributes to the training of instructors on assessment-evaluation. (5) Reviews the assessment and evaluation methods periodically

(6) Advises on the assessment and evaluation of other boards in line with their requirements.

(7) Makes technical evaluations and improves the questions collected for the exams in coordination with the course committee presidents and year coordinators.

(8) Takes part in the creation and management of the question bank.

(9) Prepares a report at the end of each academic year and submits it to the Dean and the Education Curriculum Commission in writing and verbally.

Program Evaluation Commission;

Article 37- (1) Consists of 9 faculty members from the basic and clinical sciences, a representative of the Department of Medical Education and a representative of the Student Commission of Medical Education.

(2) Members shall be appointed by the Dean for a period of three years. A member whose term of office has expired may be re-appointed.

(3) Identifies and develops evaluation tools and methods that will ensure the planning, maintenance and evaluation of the undergraduate program in terms of its effects.

(4) Collects and analyzes data for program evaluation, reports by evaluating; also prepares and submits evaluation reports at the end of the year.

(5) Ensures the development of new assessment scales when necessary and recommends and implements new methods.

(6) Reflects the developments in the field of program evaluation in medical education to institutional studies.

(7) Prepares a report at the end of each academic year and submits it to the Dean and the Education Curriculum Commission in writing and verbally.

Compliance Commission

Compliance Commission;

Article 38- (1) Consists of at least 3 members selected by the Dean. The members of the Commission shall be appointed for a period of three years. A member whose term of office has expired may be re-appointed.

(2) Determines the suitability of the programs and credits received by the students who come with undergraduate transfer, re-enroll with amnesty or study as special students in other universities.

(3) Decides on the exemption of students from the courses they have taken in other institutions.

(4) Checks the program compatibility of the courses to be taken by the students who will take the compulsory clinical practice courses outside the institution or complete the internship programs outside the institution.

SECTION 8 Other Provisions

Graduation Requirements

Article 39- (1) Students must successfully complete all 360 ECTS in order to graduate.

Notifications

Article 40- (1) Students are obliged to know the relevant regulations, implementation principles, directives and other regulatory provisions, principles and principles and to follow the written announcements made by the Rectorate, Dean's Office or coordinators. Announcements are sent to the student's university e-mail addresses.

(2) Students are obliged to notify the Student Affairs Directorate of the changes in their mailing addresses within one week at the latest. The addresses available in the files are considered as notification addresses.

Situations for which there are no provisions

Article 41- (1) The relevant provisions of Acıbadem Mehmet Ali Aydınlar University Associate Degree and Undergraduate Education and Examination Directive, Acıbadem Mehmet Ali Aydınlar University Undergraduate, Undergraduate Transfer to Associate Degree Diploma Programs Directive and Acıbadem Mehmet Ali Aydınlar University Student Award Directive shall apply to the matters not included in this Directive.

Effective Date

Article 42- (1) This directive shall be in effect on the date it is accepted by the University Senate.

Annulled Directive

Article 43- (1) Upon the entry into force of this Directive, Acıbadem Mehmet Ali Aydınlar University School of Medicine Education and Examination Directive shall be repealed.

Execution

Article 44- (1) The provisions of this directive shall be executed by the Dean of Acıbadem Mehmet Ali Aydınlar University School of Medicine.