

REPUBLIC OF TURKEY
ANKARA YILDIRIM BEYAZIT UNIVERSITY FACULTY OF MEDICINE
STUDENT BOARD OF UNDERGRADUATE MEDICAL EDUCATION
WORKING PRINCIPLES AND PROCEDURES

SECTION I

Purpose, Basis and Definitions

Purpose

Article 1- (1) The purpose of these principle and procedures is to regulate the bodies and the working principles of the student board of undergraduate medical education.

Basis

ARTICLE 2 – (1) These principles and procedures has been prepared on the basis of article 11 paragraph 3 of Ankara Yıldırım Beyazıt University’s Regulation on Education, Teaching and Examination in Associate Degree and Undergraduate Degree.

Definitions

ARTICLE 3 – (1) The following terms shall have the meanings as specified;

- a) Dean is the Dean of Ankara Yıldırım Beyazıt University Faculty of Medicine
- b) Faculty is Ankara Yıldırım Beyazıt University Faculty of Medicine
- c) Faculty Board of Management defines Ankara Yıldırım Beyazıt University Faculty of Medicine’s Board of Management,
- ç) UMECO is Undergraduate Medical Education Coordination Office
- d) SBUME is Student Board of Undergraduate Medical Education
- e) Student defines the students, trained under the framework of Ankara Yıldırım Beyazıt University Faculty of Medicine
- f) Student Representative defines the elected student representatives in the faculty in accordance with Ankara Yıldırım Beyazıt University Directive for the Election of Student Council.
- g) Representative of the relevant year defines the elected student from among the students of each year/term.

SECTION II

Student Board of Undergraduate Medical Education, Duties and Responsibilities

Student Board of Undergraduate Medical Education

ARTICLE 4 – (1) SBUME consists of a student member representing each year/term in the medicine Turkish and English programmes and a member determined by their own board of administration on behalf of the student clubs established by the medical faculty students. Elected student representatives for the student council are the members of SBUME inherently.

(2) Term representatives are determined by majority of votes from among volunteer students of each term/year with the coordination of the dean’s office within 15 days following the beginning of academic year.

(3) The assignment of SBUME members is proposed by the dean and approved by the faculty board of administration.

(4) SBUME is responsible to dean, faculty board and faculty board of administration within the scope of its activities.

(5) A new member shall be appointed within 15 days, using similar methods, if a SBUME member leaves unexpectedly or if her/his term of office expires. SBUME shall be notified by a reasoned petition upon the request and will of a member for withdrawal from the board membership and if the dean's office approves, the assignment shall be terminated. A member, whose term of office expires, can be re-appointed.

(6) The status of a member, not attending meetings twice consecutively or 4 (four) times in total without an excuse, shall be evaluated following the first SBUME meeting and in case a majority voting takes place, the proposal for the termination of the membership is notified to the dean's office.

(7) Term of office of SBUME is 1 (one) year.

Duties and Responsibilities

ARTICLE 5 – (1) The duties and responsibilities of SBUME shall be;

a) Ensuring active student participation in the management, planning, implementation, evaluation and updating processes of the undergraduate medical education program.

b) Increasing communication and cooperation among the stakeholders of medical education in the faculty, to support continuous development with the opportunity of systematic consultation between the governing bodies and students.

c) Getting feedbacks from the students about the educational activities in the faculty, as well as about how well their needs regarding health, sports and culture are met and sharing opinions and suggestions with the relevant boards of the faculty.

d) Informing students about congresses, scientific researches and publications regarding medical education and enabling them to take an active role in the relevant activities.

e) Informing other students about the curriculum evaluation studies and revisions made in the curriculum.

f) Cooperating with the Dean's Office, the Department of Medical Education, UMEB, faculty members, student clubs and other relevant individuals and institutions during the studies.

g) Contributing to the coordination and cooperation of student clubs, active in the faculty and encouraging them to work together actively by enabling them to perform joint activities.

SECTION III

Working Principles and Procedures of the Student Board of Undergraduate Medical Education

Working Principles and Procedures

ARTICLE 6 – (1) Working principles and procedures of SBUME are mentioned below:

a) It shall convene at least once for each month during the academic year.

b) In the absence of the chairman, vice-chair shall preside the meeting.

c) In order for a decision to be reached at the meetings, more than half of the members must be present at the meeting. Decisions shall be taken by majority vote, in case of equality, vote of the head of the chair determines the result of the voting.

d) Decisions taken, opinions and suggestions shall be kept as record in the minutes of the meeting and submitted to Dean's Office.

e) Dean and/or vice-deans may also attend the meetings when necessary.

f) Upon the request of at least 5 (five) members, the chairman calls the SBUME to hold for an emergency meeting.

g) The board carries out its work in communication and coordination with the faculty administration as well as with academic/administrative units.

h) SBUME archives all its activities and delivers this archive to the members who will take up the duty for the following academic year.

Work Distribution and Job Descriptions

ARTICLE 7 – (1) SBUME elects a chairman and a secretary from among the members, the chairman appoints one of the members as his deputy, distributes tasks among the members for the works to be carried out during her/his term of office of 1 (one) year, and determines the responsibilities according to this distribution in the initial board meeting.

(2) The chairman is responsible from representing SBUME in every platform, ensuring the coordination of its works, determining the meeting agenda, calling the members for the meeting and presiding the SBUME.

(3) Secretary is responsible from following-up minutes of the meeting, delivering them to board members, archiving them together with the relevant documents and from all kinds of correspondence of SBUME. All archived information and documents shall be delivered to the assigned SBUME of the following year.

(4) Members are responsible from representing the relevant students in the board, fulfilling the duties assigned to them and attending the meetings to which they are invited.

(5) For the activities to be carried out within the scope of the annual working plan, various working groups can be formed from the members of SBUME and/or from the students studying in the relevant terms under the presidency of SBUME members, in line with the assent of dean's office.

(6) The New One Project, which has been prepared within the scope of faculty in order to help the first-year students who have just got into the faculty and to introduce the university, is carried out by the working group to be formed by the SBUME and the necessary information is updated and released via the web page.

(7) Students, who are not members of SBUME but on duty in the working groups, may be invited to the relevant meetings without the right to vote.

SECTION IV

Miscellaneous and Final Provisions

Considerations Not Provided for in this Directive

ARTICLE 8 – (1) Considerations not provided for in this Directive shall be governed by the decisions of faculty board of management.

Amendment

ARTICLE 9 – (1) The request for a proposal of amendment, accepted by the SBUME with absolute majority vote, regarding this directive are submitted to dean's office to be included in the agenda of the faculty board, and the amendments shall take effect upon the approval of the faculty board.

Effective Date

ARTICLE 10 – (1) These principles and procedures shall take effect on the date approved by the faculty board.

Execution

ARTICLE 11 – (1) These principles and procedures shall be executed by the dean of Ankara Yıldırım Beyazıt University Faculty of Medicine on behalf of the faculty board.