



**ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF MEDICINE**

**2021-2022 ACADEMIC YEAR
UNDERGRADUATE MEDICAL EDUCATION
GUIDELINE**

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Atatürk's Oration to Turkish Youth

You, the Turkish youth!

Your primary duty is to forever protect and defend the Turkish independence and Turkish Republic. This is the sole mainstay of your existence and of your future. This foundation is your most precious treasure. There will be malevolents, within and abroad, who will seek to deprive you of this treasure in the future as well. If one day you are obliged to defend your independence and the republic, you will not tarry to weigh the possibilities and circumstances in which you are going to find yourself before taking up your duty! These conditions and possibilities may appear extremely unfavorable in nature. The enemies, conspiring against your independence and your republic, may be the representatives of an unprecedented victory all over the world. By use of force or by ruse, all the citadels of your beloved fatherland may have been captured, all its shipyards may have been occupied, all its armies been dispersed and and all corners of the country may have been invaded. More distressing and more grievous than all these circumstances; those, who hold and exercise power within the country, may have fallen into heedlessness, aberration and even infidelity. These holders of power may even unite their personal interests with political ambitions of the invaders. The nation itself may be impoverished, ruined and exhausted.

You, the future sons and daughters of Turkey! Even under such circumstances and conditions, it is your duty to save and liberate the Turkish Independence and Republic!

You will find the strength you need in your noble blood!

Mustafa Kemal Atatürk
20th October 1927

A handwritten signature of Mustafa Kemal Atatürk in cursive script, written in black ink on a light background.

HIPPOCRATIC OATH

Now that i am becoming a member of the medical profession,

I devote myself to the path of humanity,

I will regard my patient's health and wellbeing as my primary duty,

I will respect my patient's right to self-determination and dignity,

I will maintain the utmost respect for human life,

I will not allow age, gender, illness or disability, belief, ethnicity, nationality, political view, race, sexual orientation, social class, and/or any other factor to intervene between my duty and my patient,

I will respect and protect the secrets that are confided in me, even after my patient has died,

I will practice my profession with dignity and necessary sense of conscience,

I will develop and protect reputation and traditions of the medical field whole heartedly,

I will show respect and gratitude to those who taught me about my profession, my colleagues and my students,

I will share my medical knowledge for the benefit of patients and for the improvement of health services,

I will maintain by all the means in my power, well-being, the honour and the noble traditions of the medical profession;

I will not use my medical knowledge to violate human rights and civil liberties, even under threat,

Solemnly, freely, upon my honor,

I pledge.



Rector of Ankara Yıldırım Beyazıt University

Prof. Dr. İbrahim AYDINLI

RECTOR'S MESSAGE

Dear Students,

Ankara Yıldırım Beyazıt University, being established as the fifth state university of our capital, is a young and dynamic educational institution. Main goal of our university is to contribute to the scientific development of our country by positioning scientific research and development at the forefront. Our faculty is well-equipped with its teaching staff, laboratories and modern facilities, as well as opportunities to provide education both in our mother tongue and in English as a medium of instruction. In this respect, we are now working in line with all our means to become a university, that our students will be proud to be a member of, and to create a tradition of a "Yıldırım Beyazıt University" in Ankara henceforward.

Pandemic, as a fact, affecting the whole world, continues to affect our country as well. The Covid-19 pandemic, which has dragged humanity into a nightmare, has led an understanding to be developed, regarding the importance of the efforts of the healthcare professionals all over the world. It has been dractically proven that the labor, production and material resources, that states spend to destroy each other, are desperate before the face of invisible microscopic creatures that can just be appeared only after very advanced examinations and analyses. From now on, humanity will seek ways to find weapons for self-protection gainst a virus instead of nuclear weapons. Our country, to say proudly, has successfully fought undescribably in this total war, far ahead of the giant industrial nations of the world, thanks to the incredible self-sacrificing endeavours of our healthcare professionals. May God have mercy on our faculty members, physicians and all healthcare professionals who lost their lives to this end.

In this sense, the endless importance of scientific research, development and production as well as an advanced-level health education that has the ability to adapt technology of our age, has been understood once again. You will be trained in our home with modern science and technology and will be raised as the greatest warriors of this century and the future.

Medicine, as a profession, is a life-long learning based and development driven; that requires respect and serving for all humanity and for the world we live in. Your choice of profession is a kind of a life-style which embodies great responsibilities in it. Our university has made all its preparations to equip you with the most up-to-date and valid information on your way to be a physician and to guide you in the best way possible in accordance with this purpose.

With all these feelings and thoughts, i wish that the 2021-2022 academic year be beneficial and auspicious for all our students, academic and administrative staff, and send my love.

Prof. Dr. İbrahim AYDINLI



Deputy Dean of Ankara Yıldırım Beyazıt University Faculty of Medicine

Prof. Dr. Pınar ÖZİŞİK

DEAN'S MESSAGE

Dear Colleagues and Students,

Ankara Yıldırım Beyazıt University, founded in the year 2010, is not only a national education center with 2720 students, but also an international cultural mosaic. Our faculty of medicine consists of many faculty members and scientists, who have proven themselves in their field of study, each of whom deserves national and international respect in their field of study.

Our aim, as faculty of medicine, is to train medical doctors who can serve as a model as well as a leader by being a researcher and an individual with ethical values, having improved communication skills, contributing science of medicine, equipped with professional skills and attitudes that will help improve public health, while being aware of the health challenges our country and our world face.

We will be happy to see our students of faculty of medicine as a medical doctor, who are continuously researching, learning, questioning while not being satisfied with what they have and continue developing themselves in the post-graduation period also. Another duty of a medical doctor is to be a researcher and a scientist. Medicine, as a science, is an area where new developments and inventions are continuously experienced and where the competition both in national and international level is intense. One of our main duties is to create circumstances where scientifically strong, participant as well as researcher medical doctors, producing information and technology of universal quality, are trained.

Medical education and teaching activities are performed through an integrated system in our faculty. In this system, courses are not taught one by one and independently from each other, subjects are examined with a multidisciplinary approach at the integrated system based course boards. While 1st, 2nd, and 3rd years of the medical doctor programme constitutes the “pre-clinical” stage of medical education, 4th and 5th years constitute the “clinical stage” while 6th year of the medical doctor programme is the “internship period”. Laboratory studies, clinical skills training, communication skills training, student working group activities and research project practices constitute approximately 30% of the education in 1st, 2nd, and 3rd years of the medical doctor programme. In the 4th and 5th years of medical doctor programme, medical education consists of inernships. During the 6th year of the medical doctor programme, students take active roles and responsibilities in all clinical studies under the supervision of faculty members responsible for them.

Our faculty continuously serves with an outstanding effort in both patient follow-up and distance learning/online examination activities during the ongoing Covid-19 pandemic period that affects whole world and our country. I would like to express my endless thanks once more to our dear faculty members and students, for their outstanding efforts and distinguished services during Covid-19 pandemic.

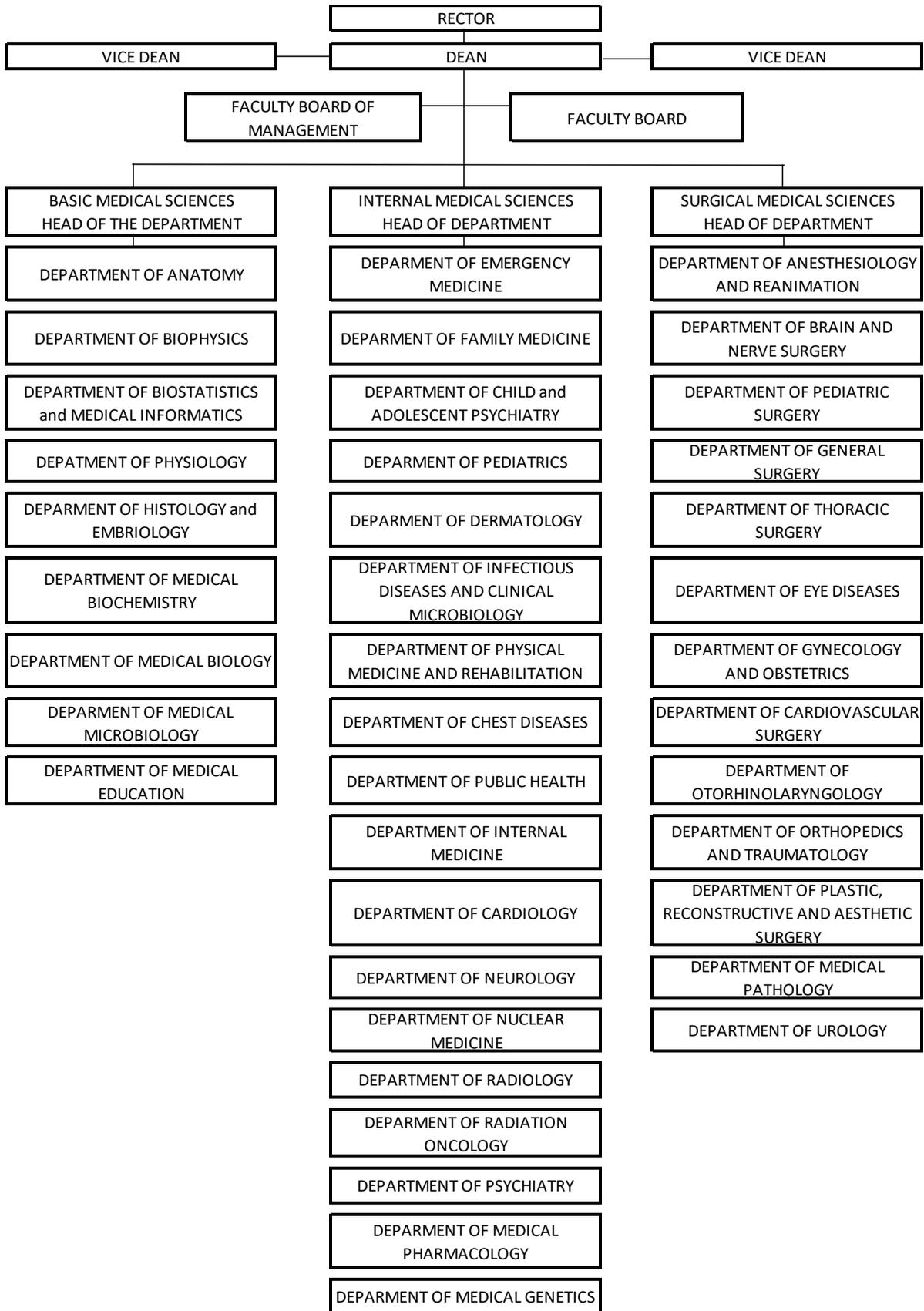
Dear students, medical education takes a life-long period. You are going to be medical doctors, performing your jobs on the basis of ethical values, being both a researcher and an inquirer, making difference with your knowledge and quality at the end of this path.

On behalf of our faculty, i welcome you and wish a successful, healthy and peaceful academic year for you, for all our faculty members and for our administrative personnel.

With my love and respect.

Prof. Dr. Pınar Özışık

ACADEMIC ORGANIZATION CHART



OUR FACULTY GENERAL OVERVIEW

Ankara Yıldırım Beyazıt University is the 97th state university of our country and the fifth state university of Ankara. Faculty of medicine is among first seven faculties established by the decision, published in the Official Gazette, numbered 27648 and dated 21st July 2010.

Ankara Yıldırım Beyazıt University Faculty of Medicine, Medicine English and Turkish program students study at the Ankara Yıldırım Beyazıt University Basic Health Sciences and Laboratories Building, whose construction was completed in 2014, at "Ankara Yıldırım Beyazıt University Bilkent Campus". Clinical sciences education was conducted at Atatürk Training and Research Hospital and at Ankara Yıldırım Beyazıt University Yenimahalle Training and Research Hospital between the years of 2010 and 2019. Clinical science education proceeds with an ongoing basis at Ankara City Hospital and Ankara Yıldırım Beyazıt University Yenimahalle Training and Research Hospital within the scope of "Principles and Procedures regarding the Common Use of the Relevant Units of State Universities and the Institutions and Establishments of Ministry of Health and its Affiliates" after the closure of Atatürk Training and Research Hospital.

Basic Medical Sciences of our faculty conducts its activity with 8 departments (Anatomy, Biophysics, Biostatistics and Medical Informatics, Physiology, Histology and Embryology, Medical Biochemistry, Medical Biology, Medical Microbiology), while Internal Medical Sciences, with its 18 departments (Emergency Medicine, Family Medicine, Pediatrics, Child and Adolescent Psychiatry, Dermatology, Infectious Diseases and Clinical Microbiology, Physical Medicine and Rehabilitation, Chest Diseases, Public Health, Internal Medicine, Cardiology, Neurology, Nuclear Medicine, Radiology, Radiation Oncology, Psychiatry, Medical Pharmacology, Medical Genetics), carries on its activities. Surgical Medical Sciences performs with its 13 departments of Anesthesiology and Reanimation, Brain and Nerve Surgery, Pediatric Surgery, General Surgery, Thoracic Surgery, Eye Diseases, Gynecology and Obstetrics, Cardiovascular Surgery, Otorhinolaryngology, Orthopedics and Traumatology, Plastic, Reconstructive and Aesthetic Surgery, Urology, Medical Pathology.

Ankara Yıldırım Beyazıt University Faculty of Medicine admitted students primarily to the Medicine English Programme for the 2011-2012 academic year, and then to the Medicine Turkish Program for the academic year 2012-2013 academic year and celebrated its very first graduations in the year 2018.

**ANKARA YILDIRIM BEYAZIT UNIVERSITY FACULTY OF MEDICINE
ADMINISTRATIVE AND ACADEMIC COMMITTEES**

DEAN'S OFFICE

Prof. Dr. Pınar ÖZİŞİK	DEAN (ACTING)
Assoc. Prof. Dr. Tuğba ENSARİ	VICE DEAN
Assoc. Prof. Dr. Orhan KÜÇÜKŞAHİN	VICE DEAN
Bahattin ALPAK	FACULTY SECRETARY

HEAD OF DEPARTMENTS

Prof. Dr. Özcan EREL	BASIC MEDICAL SCIENCES
Prof. Dr. Murat AKÇAY	INTERNAL MEDICAL SCIENCES
Prof. Dr. Levent ÖZTÜRK	SURGICAL MEDICAL SCIENCES

FACULTY BOARD

Prof. Dr. Pınar ÖZİŞİK
Prof. Dr. Levent ÖZTÜRK
Prof. Dr. Murat AKÇAY
Prof. Dr. Özcan EREL
Prof. Dr. Osman ERSOY
Prof. Dr. Rahmet GÜNER
Prof. Dr. Mehmet Ali Nahit ŞENDUR
Assoc. Prof. Dr. Ahmet KESKİN
Assoc. Prof. Dr. Sara EROL
Assist. Prof. Dr. Çağdaş YILDIRIM

FACULTY BOARD OF MANAGEMENT

Prof. Dr. Pınar ÖZİŞİK
Prof. Dr. Gıyas AYBERK
Prof. Dr. Seval İZDEŞ
Prof. Dr. Osman TECİMEL
Prof. Dr. Selma TURAL HESAPÇIOĞLU
Assoc. Prof. Dr. Emrah OKULU
Assist. Prof. Dr. Doğuş GÜNEY

**ANKARA YILDIRIM BEYAZIT UNIVERSITY FACULTY OF MEDICINE
FACULTY DEANS SINCE ITS FOUNDATION**

Prof. Dr. Selami AKKUŞ	2010-2018
Prof. Dr. Reyhan ERSOY	2018-2021
Prof. Dr. Pınar ÖZİŞİK	2021-....

**ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF MEDICINE
STUDENT REPRESENTATIVES LIST
(2021-2022)**

**TUĞÇE ÖZKAN
STUDENT REPRESENTATIVE OF THE FACULTY**

MEDICINE TURKISH PROGRAMME

DOĞANCAN GÜLERGÜN
**MEDICINE TURKISH PROGRAMME
REPRESENTATIVE**

MERT SERHAT KOYUNCU
TERM I REPRESENTATIVE

GALİP MERT ÖNER
TERM II REPRESENTATIVE

DOĞANCAN GÜLERGÜN
TERM III REPRESENTATIVE

MUHAMMED ALİ ÖZTÜRK
TERM IV REPRESENTATIVE

ASLI BÜŞRA ÖZMEN
TERM V REPRESENTATIVE

BİLAL YOLDAŞ
TERM VI REPRESENTATIVE

MEDICINE ENGLISH PROGRAMME

TUĞÇE ÖZKAN
**MEDICINE ENGLISH PROGRAMME
REPRESENTATIVE**

DİLARA NİLÜFER CEYLAN
TERM I REPRESENTATIVE

MERİÇ AVCI
TERM II REPRESENTATIVE

ALPTEKİN SÜZERER
TERM III REPRESENTATIVE

ABDULLAH YAVUZ
TERM IV REPRESENTATIVE

SELİN ECER
TERM V REPRESENTATIVE

BUSE İREM KOÇ
TERM VI REPRESENTATIVE

RELEVANT LEGISLATION AND REGULATIONS

ANKARA YILDIRIM BEYAZIT UNIVERSITY

FACULTY OF MEDICINE

DIRECTIVE ON EDUCATION, TRAINING AND EXAMINATION

SECTION I

Purpose, Scope, Basis, Definitions

Purpose

Article 1–The purpose of this directive is to set out the general rules and principles regarding the education, training and examinations of Ankara Yıldırım Beyazıt University Medical Education Programmes (English and Turkish as the medium of instruction).

Scope

Article 2 – (1) This directive governs the provisions regarding the curriculum, examination and evaluation, diploma and titles of Ankara Yıldırım Beyazıt University Faculty of Medicine, Medical Education Programmes (English and Turkish as the medium of instruction).

Basis

Article 3 – (1) This directive has been prepared on the basis of the provisions of Ankara Yıldırım Beyazıt University’s Regulation on Education, Teaching and Examination in Associate Degree and Undergraduate Degree, published in Official Gazette No. 2917 of June 01, 2014.

Definitions

Article 4 – (1) The following terms shall have the meanings as specified;

- 1) Academic advisor means a faculty member, assigned by Dean’s Office, to guide a student on academic matters and the challenges the student face during the pupillage until student’s exmatriculation.
- 2) European Credit Transfer System (ECTS) means the credit system that enables the course credits, gained from the courses, passed, during their education in Turkey and abroad, to be transferred from one higher education instution to another.
- 3) Chief Coordinator means a faculty member, assigned to chair Undergraduate Medical Education Coodinatorship.
- 4) Course Board means theoretical teaching and practical applications of an organ, system or subject in an order that integrates all medical fields in connection with each other in the 1st 2nd 3rd year.
- 5) Course Board Coordinator means the faculty member responsible for the coordination of the courses, practices and exams to be given in each course committee in the faculty.
- 6) Course Schedule means annual course contents and processes, announced with the academic calendar.
- 7) Term means each academic year in the faculty.

- 8) Term Coordinator means the faculty member responsible for the coordination of the courses, practices and exams to be given in the faculty each year.
- 9) Faculty Board means Ankara Yıldırım Beyazıt University Faculty of Medicine’s Faculty Board.
- 10) Faculty Board of Management means Ankara Yıldırım Beyazıt University Faculty of Medicine’s Faculty Board of Management.
- 11) Common Compulsory Course means History of Turkish Revolution, Turkish Language and foreign language courses specified in the sub-paragraph (1) of the first paragraph of Article 5 of the Law No. 2547.
- 12) AEC means Assessment and Evaluation Committee.
- 13) Student means the student who is registered and entitled to study at Ankara Yıldırım Beyazıt University Faculty of Medicine.
- 14) PBT means Problem Based Teaching.
- 15) Optional Courses mean the courses, which take part in the curriculum of Ankara Yıldırım Beyazıt University Faculty of Medicine, that has to be accomplished and are chosen by the students, considering their area of interest.
- 16) Optional Internship means the internship that the fifth year students choose from among the departments determined by the Dean's Office and the practical applications of the family medicine students in a department chosen for a period of one month.
- 17) Internship means courses, seminars and applied studies given by the department for a determined period of time, in accordance with the decisions of the Council of Higher Education.
- 18) Doing internships mean doing internships in other universities for the fourth and fifth year students.
- 19) Student Mobility for Traineeship/Studies mean course/courses, internship/internships taken/done from/in other higher education institutions in the country/abroad within the summer term or academic year or within the scope of student exchange programs.
- 20) NCEP means National Core Education Programme.
- 21) University Board of Management means Ankara Yıldırım Beyazıt University’s Board of Management.

SECTION TWO

Education, Training, Examination and Evaluation

Medium of Instruction

ARTICLE 5 - Turkish and English shall be used as a medium of instruction.

Academic Calendar

ARTICLE 6 – (1) The Academic Calendar shall be set by the Faculty Board and put into practice with senatorial approval.

(2) Duration of studies, dates of examinations, and respective class schedules may, if required, be changed, or modified with the decision taken by the Faculty Board and the Rector's approval.

Duration of Studies and Credits

ARTICLE 7 – (1) Medical doctor program shall last six years and be divided into following 3 successive cycles.

- a) Associate Degree Period in Basic Medical Sciences shall include 1st and 2nd years.
- b) Bachelor's Degree Period in Clinical Medical Sciences shall include 3rd, 4th and 5th years.
- c) Family Medicine Period (Internship Period) shall include 6th year.

(2) A student must fulfill and successfully complete all the obligations set forth in the educational program with 360 ECTS in order to complete the medical doctor program.

(3) Students enrolled in the Medical Education Program (English as the medium of instruction) at Ankara Yıldırım Beyazıt University Faculty of Medicine must obtain the required score from a foreign language proficiency examination. Students who fail in the examination or do not take the examination must successfully complete the Preparatory Class.

Attendance

ARTICLE 8 – (1) In the Faculty, education shall be full-time, and attendance shall be compulsory.

(2) For the years (1st, 2nd, and 3rd years) to which the Committee system applies, the following shall apply;

a) A student must attend a minimum of 70% of the theoretical courses and a minimum of 80% of the laboratory practices, which are performed under each course committee, in order to become eligible to attend the Course committee Examination. The attendance status of a student shall be determined by signing attendance sheets or in accordance with the procedures that will be determined by the Dean's Office.

b) Eligibility to attend the Course committee Examination shall be evaluated by the relevant department at the end of the course committee based on attendance status regarding laboratory practices, communicated to Assessment and Evaluation Committee (AEC), and declared before the examination. A student who does not attend at least 80% of laboratory practices of courses having 5 or more hours of laboratory practice in the Course committee shall be deemed to have not met the attendance requirements for respective practice(s) of respective course(s). A student who cannot attend the practical application part of the course(s) given under the course committee shall not be entitled to take the practical application examination of said course(s). He/she, on the other hand, shall be entitled to take the theoretical examination of the course committee, but shall not be entitled to answer the theoretical questions of the course(s) whose attendance requirement regarding the practical part have not been met by the student, and shall be deemed to have obtained zero from the said course(s). If the student has not met the attendance requirements of the courses having less than 5 hours of laboratory practice in the Course committee, this shall not be taken into consideration when determining the eligibility to attend Course committee Examination. Absences

from laboratory practices of these courses during the Course committee shall be used in the attendance status calculation performed for determining eligibility to take examinations that are held at the end of the respective year (Final/Resit Examination). This calculation shall include the entire academic year.

c) Attendance status regarding laboratory practices shall be evaluated by the relevant department at the end of the academic program in order to determine the eligibility to attend examinations that will be held at the end of the respective year (Final/Resit Examination), communicated to AEC, and declared before the examination. Attendance status for the entire academic year shall be determined by recalculating the roll calls that are obtained by signing attendance sheets or using other procedures to be determined by the Dean's Office at the end of the respective year based on the entire respective year. A student who does not attend at least 80% of laboratory practices of the entire year shall be deemed to have not met the attendance requirements for respective practice(s) of respective course(s). A student who cannot attend the practical application part of the course(s) given under the Final/Resit Examination shall not be entitled to take the practical application examination of said course(s). He/she, on the other hand, shall be entitled to take the theoretical examination of the Final/Resit Examination, but shall not be entitled to answer the theoretical questions of the course(s) whose attendance requirement regarding the practical part have not been met by the student, and shall be deemed to have obtained zero from the said course(s).

(3) For 4th and 5th years; if a student does not attend, with or without an excuse, at least 70% of his/her theoretical courses or at least 80% of practical courses such as laboratory, practical applications, training on clinical skills, problem-based education sessions, visits, discussions, seminars, clinical and polyclinic activities, fieldwork practices, he/she shall not be entitled to take theoretical and practical examinations of that course or internship and he/she shall obtain a zero (0) as an examination mark. In this case, the student must repeat the relevant internship.

(4) For 6th year: A student who does not attend at least 80% of each internship period, with or without an excuse, shall obtain a zero (0) as an examination mark for the respective internship. In this case, the student must repeat the relevant internship.

(5) The attendance status of the student shall be determined by issuing an attendance certificate at the end of the relevant course committee or internship period. The attendance status regarding the theoretical and practical courses shall be evaluated individually, and the attendance status of the students who do not meet the attendance requirements shall be declared by the Dean's Office.

Excuses and Acceptance of Excuses

ARTICLE 9 – (1) Excuses shall be accepted by the Faculty Board of Management, provided that the justified grounds for the relevant excuse have been provided. Proving documents regarding the acceptance of the excuse shall be submitted to the Dean's Office within five working days at the latest following the remediation of the circumstances that cause the excuse. Applications not submitted on time shall not be accepted.

(2) A student must obtain his/her medical certificate pursuant to the provisions of the relevant legislation so that his/her absence is deemed as excused absence based on the medical certificate.

The medical certificate shall be accepted as an excuse; however, it shall not remove the obligation to attend the courses. A student shall not attend courses and take examinations during the period on which his/her health problems certified by the medical certificate continue. In this case, if he/she attends a course or takes an examination, his/her attendance and examination grades shall be invalid.

(3) In the examinations held during the year, the valid excuses shall include natural disasters, mother, father, sibling, spouse or child deaths, or taking care of these relatives when they are sick in the absence of another person to take care of them or student's health problems. These excuses must be certified by the respective documents.

(4) If an excuse is accepted by the Faculty Board of Management, the following rules shall be applied for students in 1st, 2nd, and 3rd years;

a) A student's study shall be suspended by the decision of the Faculty Board of Management without the student's application if his/her excused total course hours in an academic year exceeds the absenteeism limits specified in the 8th article under this directive. This student shall not be entitled to attend courses and take examinations during the remaining period of the relevant academic year.

b) A student shall not be entitled to attend courses and take examinations during his/her excused period if his/her excused total course hours in an academic year exceeds the absenteeism limits specified in the 8th article under this directive. In this case, if he/she attends a course or takes an examination, his/her attendance and examination grades shall be invalid. This student shall be entitled to take a make-up examination.

(5) If the excuses of the students in 4th and 5th years who could not take the internship examination due to an excuse are accepted by the Faculty Board of Management, these students shall be entitled to take a make-up examination without waiting for the resit examination.

Promotion to a Higher Grade

ARTICLE 10 – (1) In the 1st, 2nd, and 3rd years of the faculty, the academic year shall be considered as a whole and based on promotion to a higher grade. Each year of academic education shall be a prerequisite for the next year. For this reason, a student shall not promote to a higher grade without successfully completing all the courses, practices, and internships of a year, except for the common compulsory courses.

(2) Common compulsory courses and optional courses shall be taught pursuant to the decisions of the Turkish Council of Higher Education. The examinations of these courses must be passed by the end of the fifth year. Students who fail these courses shall not be entitled to promote to the sixth year.

(3) In the 4th, 5th, and 6th years, each internship shall be considered as a course. If a student does not successfully complete all the internships within the scope of the respective year's program, he/she shall not be entitled to promote to a higher grade or graduate. If a student successfully completes his/her repeated internship(s), he/she shall be entitled to register for the education program of the higher grade on an appropriate date without waiting for the new academic year.

The Structuring and Implementation of Education and Training

ARTICLE 11 – (1) Education and Training activities in the Faculty of Medicine shall be organized by the Undergraduate Medical Education Coordination Office under the supervision of the Dean and the Deputy Dean responsible for education. The Undergraduate Medical Education Coordination Office shall consist of the Chief Coordinator, Term Coordinators who are responsible for the relevant year from 1st year to 6th year, and their assistants, who are appointed by the Faculty Board of Management and selected among the faculty members of Ankara Yıldırım Beyazıt University Faculty of Medicine for 3 years,

(2) Duties and responsibilities of the Undergraduate Medical Education Coordination Office;

a) The Office shall determine the number and duration of the courses in each semester and which Departments/Divisions will participate in the course committee together with term coordinators.

b) The Office shall ensure that all undergraduate studies in the curriculum are carried out in an orderly and harmonious manner.

c) In the second half of each academic year, the Office shall determine the academic calendar of the next year and submit this calendar to the Dean's Office so that it is discussed at the Faculty Board.

ç) The Office shall submit its proposal regarding changes and modifications in the program for the approval of the Dean's Office in order to prevent disruptions in education and training if required.

d) The Office submits its opinions and suggestions to the Dean's Office about the changes required to improve the quality of education, as well as about the training tools and their infrastructure.

e) The Office shall, as an adjustment commission, evaluate the candidates applying for undergraduate transfer pursuant to the legislation and regulations and submit their name for the approval of the Faculty Board of Management.

f) The Office shall evaluate the academic year within one month following the end of the respective academic year and provide the Dean's Office with the results.

SECTION THREE

Rules on Examination and Evaluation

Examinations

ARTICLE 12 – (1) The examinations which are held for the assessment and evaluation of the education in the faculty shall be as follows:

a) In 1st, 2nd, and 3rd years with a course committee implementation; course committee examination, make-up examination, year-end overall examination, year-end overall resit examination, evaluation of clinical skills training, and problem-based teaching, if any.

b) In the fourth and fifth years; the internship examination and internship resit examination.

c) At least one mid-term examination and final examination in common compulsory courses.

(2) Examinations shall be applied as written (classical, multiple-choice, hybrid written), structured oral, structured applied and a mixture of these, provided that at least one of them is written.

(3) Hybrid written examinations are test intensive examinations. According to the course features, these examinations include question types such as multiple choice, gap filling, definition, sentence completion

(4) In the 1st, 2nd, and 3rd years with a course committee system, all exam dates shall be announced with the class schedule approved by the Senate.

(5) The dates of the examinations, which have been postponed or brought forward for any reason, shall be announced by the Dean's Office. In the fourth and fifth years, the internship examination date previously announced shall not be changed by the relevant department without the approval of the Faculty Board of Management.

(6) Examinations may be held on Saturdays and Sundays, except for national and religious holidays.

(7) Students must take the examinations on the day, time, and place specified in the exam schedules announced in writing by the faculty administration and/or on the official website of the University. When they sit an examination, they must have their student ID with them. A student who does not attend an examination despite having the right to take that examination shall be deemed to have used that examination right and obtained zero (0) from that examination.

(8) If a student takes an examination, which he/she is not entitled to take, his/her exam mark obtained from that examination shall be canceled.

(9) If a student is proven guilty of cheating during the exam, attempting to cheat, or assisting in cheating at the end of disciplinary proceedings taken against him/her, he/she shall be deemed to have obtained zero (0) from that examination.

Evaluation of Examinations

ARTICLE 13 – (1) The students shall be assessed out of a maximum of 100 points. In the 1st, 2nd, and 3rd years, exam marks of course committee examinations, course committee make-up examinations, year-end overall examinations, and year-end overall resit examinations shall be declared as a number with two digits after the comma. While calculating the year-end course grade, if the two digits after the comma are 50 and above 50, the grade shall be rounded up to the nearest grade, and if the two digits after the comma are below 50, the grade shall be rounded down to the nearest grade. Exam results shall be announced as whole numbers in internship classes.

(2) Course grade, letter grade, academic degree, and achievement quotients shall be applied pursuant to Ankara Yıldırım Beyazıt University's Regulations on Education, Teaching and Examination in Associate Degree and Undergraduate Degree.

Objection to Examination Results

ARTICLE 14 – (1) Students may raise their objections to the exam results at the Dean's Office within three working days from the announcement of the results. The Dean's Office shall have the faculty members examine the examination documents in order to determine whether a material mistake has been made. If a material mistake is detected at the end of the faculty members' examination, the required correction in the relevant grade shall be made.

(2) If any material mistake regarding the course grades announced in the Student Affairs Information System (ÖİBS) is detected, the required corrections shall be made by the Student Affairs Office (ÖİDB) and the result shall be communicated to the student.

SECTION FOUR

Rules on the First, Second and Third Years

ARTICLE 15 – (1) Rules on the first, second and third years shall be as follows;

a) In the 1st, 2nd, and 3rd years, the education and teaching activities shall be performed through an integrated system formed on the basis of coordination between course subjects and hours. These years shall consist of course groups (Course committees) and common compulsory courses.

b) Course committee and its examination: The examination held at the end of each course committee is called the course committee examination. The exam grade obtained from this examination is called the course committee grade. The number calculated by dividing the sum of the grades obtained by the student from the course committee examinations by the number of course committees of the respective year is called the course committee average grade. The examination grade of the student who does not attend the course committee examination shall be zero (0).

c) In the 1st, 2nd, and 3rd years, examinations may be held as theoretical (oral and/or written) and practical (oral and/or written) examinations.

d) Heads and deputy heads shall be appointed by the Faculty Board of Management for each course committee from among the faculty members. The head of the course committee shall ensure the coordination of the course committee examinations and the evaluation of the examination results together with the term coordinator. The heads of course committees shall implement the overall year-end and resit examinations, headed by the term coordinator.

e) Calculation of the course committee examination grades: In a course committee examination, the sum of the marks obtained from all departments and divisions in the relevant committee and the sum of the problem-based learning evaluation grades, if any, shall determine the course

committee examination grade obtained from the relevant course committee. The departments and divisions included in respective course committees shall have the number of questions and weight of grades in proportion to their effect in teaching activities. The Faculty Board of Management shall determine how much a grade obtained from a problem-based teaching evaluation, if any, will affect the course committee examination grade, at the beginning of each year. The lowest passing grade in an examination at the rate of 50% rule shall be applied for each course in the course committee examinations, the overall year-end examinations, or the year-end resit examinations. If a student's grades are less than 50% of the total examination grade in one or more of the courses, the difference between the grade he/she obtained from that course and 50% of the total grade of that course shall be deducted from his/her total examination grade.

f) Overall year-end examination: This is a single examination that is held at the first fifteen days after the end of the last course committee examination and includes all courses and course committees.

g) Year-end resit examination: This exam is held at the first fifteen days after the end of the overall year-end examination. Students whose year-end resit mark is below 60 (CC) or who do not take the overall year-end examination due to a valid excuse accepted by the Faculty Board, although they are entitled to take the examination, shall attend the year-end resit examination.

h) Year-end course grade; This is the grade obtained by the sum of 60% of the average grade of the course committees (arithmetic average) and 40% of the grade obtained from the overall year-end examination.

The grade obtained from Clinical Skills Training shall be added to the grade obtained from the overall year-end examination in the 1st year. This grade is 5 points for students who attend at least 80% of all training throughout the year. While calculating the year-end course grade of the students who fail the course and need to sit for the resit exam, the grade obtained from the year-end resit examination shall be based on, instead of the grade obtained from the overall year-end examination. The Clinical Skills grade of the students who fail the course and need to sit for the resit exam in the 1st year shall be added to the grade obtained from the year-end resit examination in the same ratio as the overall year-end examination. The year-end course grade of a student must be at least 60 (CC) in order to promote to a higher grade.

i) A Student whose year-end course grade is below 60 (CC) at the end of the year-end resit examination shall repeat all the course committee programs of the respective year once and retake the examinations. A student who has not taken the overall year-end examinations shall fail the class, provided that he/she has not taken the year-end resit examination as well. In this case, the course committee average of the student shall not be considered.

j) Make-up examination: Students who have an excuse and therefore cannot take the course committee examination and whose excuses have been accepted by the Faculty Board of Management shall be entitled to take a make-up examination applied by the relevant Coordination Office within 21 days at the latest from the date of acceptance of their excuses. In make-up exams, if the student has obtained a practical examination / problem-based learning grade in the committee to which the make-up examination belongs, this grade shall be used in the evaluation of the make-up examination in the same amount. Another make-up examination shall not be held for a student who does not attend the make-up examination.

k) The make-up examination of the overall year-end examination is the year-end resit examination. A separate make-up examination shall not be held for the year-end resit examinations. The make-up examination may be oral, written (multiple-choice, classical written, hybrid written), or both oral and written.

SECTION FIVE

Rules on Fourth and Fifth Years

ARTICLE 16 – (1) The education process shall be carried out in internship groups in the fourth and fifth years. Compulsory attendance shall apply to internships. The provisions specified in Article 8.3 of this directive shall apply to the students having excused or unexcused absences.

(2) Theoretical and practical examinations shall be held on the last day of the internship done by the students in the fifth year, and on the last day or the last week of the internship done by the students in the fourth year. Theoretical examinations may be applied as written (classical written, multiple-choice, hybrid written), structured oral, or both written and structured oral. The relevant department shall assume the responsibility for creating and keeping the internship examination documents. A student's performance and success shall also be taken into consideration while determining his/her internship course grade. Students who fail one or multiple internships in the fourth and fifth years shall not be entitled to take the resit examinations for these internships without completing all their internships under the relevant year's program. Resit examinations shall be held on the date(s) specified in the Academic Calendar.

(3) Students who fail the resit examinations shall be granted the right to repeat their internship in the next academic year. Compulsory attendance shall apply to these repetitions. The student shall take an examination when he/she completes the internship repeated. The unsuccessful student shall take the resit examination on the day of the next internship final examination of the same internship. Students who fail the internship resit examination shall continue their internship in the next internship program.

(4) In the fourth and fifth years, a student who has done all the internships in the relevant year's program, but have failed a maximum of two internships in the fourth year and a maximum of four internships in the fifth year and needed to sit for the resit examination shall be entitled to use these examination rights without waiting for the resit examination date on the date determined by the coordinator by taking the first examinations held when the internships are completed.

(5) The attendance status of a student during internships shall be monitored by the relevant department and communicated to the Dean's Office by the head office of the department when the internship is completed. Course grade in internships shall be 60 (CC) out of 100 maximum points.

SECTION SIX

Conditions for Taking Courses/Doing Internships at Other Universities

ARTICLE 17 – (1) The Faculty Board of Management shall evaluate the requests of the students in the fourth and fifth year who want to take courses/do internships at other universities and approve these requests if deemed suitable.

(2) A student may take the course/do the internship, which he/she has to repeat in the next academic year because he/she has been absent or failed the final examination and needed to sit for the resit examination and failed the resit examination, from summer schools of other universities.

(3) The ECTS credit points of the course/internship that will be taken/done must be equal to or more than the ECTS credit points of course/internship at the faculty.

(4) The course content of the course/internship to be taken/done must correspond to course/internship in the faculty at least 70%.

(5) During his/her education period, a student shall be entitled to take/do courses/internships having a maximum of 20 ECTS.

SECTION SEVEN

Sixth Year- Rules on the Family Medicine Period

ARTICLE 18 – (1) With the family medicine education provided in the sixth year of medical education, a student applies his/her knowledge acquired in previous years. In this way, the student gains experience and skills regarding the practice of medicine and the doctor candidate reaches the highest level for applying his/her medical knowledge.

(2) Rules on the family medicine period shall be as follows:

a) The family medicine period shall last uninterrupted 12 months. In this period, a student performs compulsory and optional internships. This period shall be implemented as separate sections and durations which will be determined by the decision of the Faculty Board.

b) During this period, the student shall conduct his/her studies and works in the clinical, polyclinic, laboratory, and division studies under the supervision of a faculty member and an educator.

c) Students in the family medicine period shall be obliged to comply with the rules of the respective departments and divisions, to be on duty, to participate in surgeries, laboratory works, case presentations, conferences, seminars, and other scientific activities.

ç) In this period, the success of the student shall be evaluated based on his/her relations with patients and patients' relatives, his/her commitment to his/her duties, his/her professional knowledge, his/her cooperation skills, his/her interest in the job, his/her attendance, his/her participation in meetings and his/her attachment at the end of the study period in each department. A student shall be considered successful at the end of the family medicine period, provided that he/she obtains at least 60 (CC) out of 100 maximum points from each internship he/she has done.

d) The family medicine period shall be carried out in the Departments or Divisions of the Faculty. Optional internship may also be done in medical faculty hospitals in Turkey or abroad with the approval of the Faculty Board of Management. The Faculty Board of Management shall decide whether internships done outside the institution are equivalent of the internships of the institution. Optional internship shall not apply in clinical branches that are compulsory during the family medicine period. Divisions of optional internships shall be determined by the Faculty Board each

year. Students must notify the Dean's Office of their choice of optional internship at least two weeks before the beginning of the program by petitioning.

e) A student shall be considered successful provided that he/she has actually worked in the periods specified by the Faculty Board, completed these periods, and successfully completed his/her incomplete period stemming from compulsory situations. If the student is unsuccessful, he/she shall completely repeat this internship(s). If the student is unsuccessful in an optional internship, he/she shall completely repeat this internship(s), provided that he/she wishes to change the internship he/she failed.

SECTION EIGHT

Rules on Student Mobility for Studies and Internship/Traineeship Abroad

ARTICLE 19- (1) Students may participate in student mobility for studies and student mobility for traineeship/internship programmes in any academic year.

(2) The rules on student mobility for studies and internship/traineeship shall be as follows:

a) The student shall notify the Dean's Office of the place, the courses that will be attended, and the duration of the study within the scope of student mobility for studies and internship/traineeship by petitioning at least 3 months before going abroad. An internship, that will be done within the framework of international mobility, must be within the respective academic calendar year on which the student studies. At the end of the mobility, the AYBU Faculty of Medicine Student Mobility for Studies and Internship/Traineeship Evaluation Form (Annex-1) must be filled out by the institution visited under the mobility program.

b) The decision of substitution of the internship(s), done by students, who have gone abroad within the framework of ERASMUS or the decision of the substitution of courses, taken in the contracted universities by students, within the framework of student mobility for studies for the existing internships/courses in their registered universities, shall be decided by the Faculty Board of Management. The relevant activity shall be recorded to the Student Affairs Information System (ÖİBS) pursuant to the decision taken.

c) Courses, which students took in the contracted universities within the framework of student mobility for studies or performed internship mobility in any academic year, shall not substitute for the existing courses other than an optional internship. The relevant activity shall just be recorded to the Student Affairs Information System (ÖİBS) pursuant to the decision taken.

SECTION NINE

Certificate of Graduation, Diplomas and Exmatriculation Process

Type of Degree

ARTICLE 20 – (1) Graduation degrees of graduates shall be calculated based on the grade point average.

(2) Students who pass the class directly without repeating an extra year, without failing compulsory, common compulsory, and optional courses, and need to sit for the resit examination shall be given priority while determining the academic standing of the graduates.

Provisional Certificate of Graduation

ARTICLE 21 – (1) Students who successfully complete their medical education and receive the title of medical doctor shall be granted a provisional certificate of graduation for once only until their diplomas are prepared and approved by the Ministry of Health.

Diplomas

ARTICLE 22 – (1) The students shall be awarded the following diplomas:

a) Associate degree diploma in basic medical sciences: Students who successfully complete the first and second years shall be awarded an associate degree diploma in basic medical sciences if they leave the faculty. Students who receive this diploma under specified conditions must return it to the University during enrollment if they resume the program in any way.

b) Doctor of Medicine Diploma: Students who successfully complete the six-year education and training period stipulated for a medical doctorate shall be awarded a Doctor of Medicine diploma.

SECTION TEN Miscellaneous and Final Provisions

Considerations Not Provided for in this Directive

ARTICLE 23 – (1) Considerations not provided for in this Directive shall be governed by the Law No. 2547 on Higher Education, the Decisions of the Turkish Council of Higher Education, the "Ankara Yıldırım Beyazıt University's Regulations on Education, Teaching and Examination in Associate Degree and Undergraduate Degree", Decisions of the University Senate, Decisions of University Board of Management and Decisions of the Faculty Board of Management.

Effective Date

ARTICLE 24 – (1) This Directive shall take effect as of 17.09.2018 on which the 2018-2019 academic year in the faculty begins.

(2) **Additional Article 1-** This Directive shall apply to all grades as of the 2019-2020 academic year.

Execution

ARTICLE 25 – (1) The provisions under this Directive shall be executed by the Dean of Faculty of Medicine in Ankara Yıldırım Beyazıt University on behalf of the Rector of Ankara Yıldırım Beyazıt University.

HIGHER EDUCATION INSTITUTIONS STUDENT DISCIPLINE DIRECTIVE

SECTION I

Purpose, Scope, Basis and Definitions

Purpose and scope

Article 1 - (1) The aim of this directive is to arrange the disciplinary punishments to be given to the students of higher education institutions and to arrange the procedures and principles of the investigation.

(2) This directive covers all the students in higher education institutions.

Basis

Article 2 - (1) This directive has been prepared on the basis of paragraph (a), sub-paragraph (9) of Article 65 and Article 54 of Higher Education Law dated 4/11/1981 and numbered 2547 of Higher Education Law.

Definitions

Article 3 - (1) The following terms in this directive, shall have the meanings as specified;

a) Student means an individual who studies in associate, undergraduate, graduate levels as well as proficiency in arts or speciality in medicine levels in higher education institutions,

b) Condemnation means the student who shall be informed by a written notice due to his / her defective behavior during his / her pupilage,

c) Warning means a written statement that the student shall be more careful in his / her behavior during his / her pupilage,

d) Higher Education Institutions means universities, high technology institutes and the faculties, institutes, higher schools, conservatories, vocational schools, application and research centers under their framework.

e) Dismissal from the Higher Education Institution from one week to one month means that the student shall be informed by written notice that he / she is removed from the higher education institution from one week to one month,

f) Removal from Higher Education Institution for one semester means that the student shall be informed by a written notice that he / she is removed from the higher education institution for one semester and that the student can not benefit from student rights during this period.

g) Dismissal from Higher Education Institution means that the student shall be informed by a written notice that he / she is dismissed from the higher education institution and will not be accepted under no circumstances.

h) Removal from Higher Education Institution for Two Semesters means that the student shall be informed by a written notice that he / she is removed from the higher education institution for two semesters and that the student can not benefit from student rights during this period.

SECTION TWO

Disciplinary Penalties and Disciplinary Offenses Requiring Disciplinary Penalty

Disciplinary offenses that require a warning

Article 4 - (1) The acts which require warning are:

- a) Failing to answer the questions asked by the authorities of the higher education institution in a timely manner without a just cause,
- b) To post announcements except for the places determined by the authorities of the higher education institution,
- c) To pull off, tear off, change, deface or pollute the announcements, programs and alike, attached by the permission of the higher education institution.

Disciplinary offenses that require a reprimand

Article 5 - (1) The actions which require punishment of reprimand are as follows;

- a) To report missing or inaccurate information requested by the authorities of the higher education institution,
- b) To interrupt and derange lectures, seminars, practices, labs, workshops, scientific meetings, , and conferences,
- c) To distribute leaflets, hang banners and posters without permission of the higher education institution,
- d) To tear off, pull off, change, deface or pollute the announcements, programs and alike, hanged by the higher education institution,
- e) Attempting to cheat during examinations.

Disciplinary offenses requiring a penalty of suspension from one week to one month by the higher education institution

Article 6 - (1) The actions, requiring to impose a penalty of suspension from one week to one month by the higher education institution are;

- a) Engaging in activities that hinder the freedom of learning and teaching or acting in a manner that disrupt the functioning and peace of higher education institutions,
- b) Preventing the disciplinary investigations, being conducted in a healthy manner,
- c) Making a document, that is to one's own advantage, being used by another person or using another person's document.
- d) To conduct oral or written actions that impair the honor and dignity of the individuals in the higher education institution,
- e) Oral or written actions that violate the honor and dignity of the staff of higher education institutions, inside or outside the institution,
- f) Drinking alcoholic beverages in the higher education institution,
- g) Organizing meetings in closed and open terrains of the higher education institution without the permission of the authorities.

Disciplinary offenses that require one-semester punishment for suspension from a higher education institution

Article 7 - (1) The actions which require punishment for suspension from a higher education institution for one semester are;

- a) to threaten the staff and students of the higher education institution,
- b) to interrupt and suspend the services of the higher education institution by taking part in occupations and similar acts in higher education institutions,
- c) To assault the staff and students of the institution,
- d) To steal in higher education institutions,
- e) To destroy existing buildings, inventory stocks and the similar materials in the higher education institution or to cause harm in the information system,
- f) To cheat or making others cheat during the exams,
- g) To plagiarize in seminars, theses and publications,
- h) To disobey the adjudicated punishment for suspension of the higher education institution.

Disciplinary offenses which require punishment for suspension from the higher education institution for two semesters

Article 8 - (1) The actions which require punishment for suspension from the higher education institution for two semesters are;

- a) Using force and violence on the staff/faculty members of higher education institution and preventing them fulfill their duties,
- b) Detaining the students from their right to be educated and from other higher education services by using force and violence on them,
- c) Compelling an individual or a group by using force and threat, to arrange or to join in any act, considered as offense or committing acts, considered as offense.
- d) Using, carrying and possessing drugs and stimulants within the institutions of higher education,
- e) Cheating by using the factor of threat in the examinations, preventing the cheaters, being removed from the examination halls, making someone else take the exam instead of oneself or taking the exam for someone else,
- f) Sexual harassment in higher education institutions,
- g) Keeping and carrying the firearms with its bullets and other specially-designed tools and explosives used both for offense and defense with knives illegally in violation of the law on firearms and knives and other appliances dated 10/7/1953 and numbered 6136 in higher education institutions,
- h) Hacking into the information system of the higher education institution and providing an unfair advantage for oneself or for someone else's benefit.
- i) Threatening the investigators on duty.

Disciplinary offenses that require punishment for removal from higher education institutions

Article 9 - (1) The actions which require the punishment for removal from the institution of higher education are as follows;

- a) Establishing an organization for the purpose of committing a crime, administering such an organization or being a member of this organization, established for such a purpose, acting on behalf of the organization or providing assistance to the organization provided that it is finalized by court decision,
- b) Drug-trafficking, selling, purchasing, delivering of drugs or stimulants in higher education institutions,

- c) Using the firearms with its bullets and other specially-designed tools and explosives used both for offense and defense with knives illegally in violation of the law on firearms and knives and other appliances numbered 6136,
- d) Violating sexual immunity of individuals by engaging in sexual acts on their bodies.

Unpredicted disciplinary offenses

Article 10 - (1) Disciplinary punishments of the same kind shall also be given to those who have similar actions in terms of their quality and weight to the actions required to give warning and condemnation penalty, except for the disciplinary offenses which require punishment for suspension and removal from the higher education institution.

Repetition of the disciplinary offense

Article 11 - (1) A severe penalty shall be imposed on the repetition of an action which resulted with a disciplinary punishment before.

(2) In the repetition of the disciplinary offense, a penalty for the removal from the higher education institution shall not be granted.

SECTION THREE

Disciplinary Investigation

Supervisors authorized to investigate

Article 12 - (1) Supervisors authorized to conduct disciplinary investigations are;

- a) Deans due to disciplinary offenses committed by faculty students,
- b) The director of the institute, due to the disciplinary offenses committed by the students of the institute,
- c) Director, due to the disciplinary offenses, committed by college and vocational school students,
- d) Conservatory director, due to the disciplinary offenses, committed by conservatory students,
- e) Rectors, due to collective action of students in common areas or spaces.

(2) Supervisors, authorized to initiate an investigation, may either conduct the inquiry personally or they may do it by appointing an investigator or investigators. They can also demand for an investigator to be assigned, from another higher education institution when necessary.

Survey duration and prescription

Article 13 - (1) The disciplinary investigation shall be initiated immediately after being informed about the case. The inquiry is concluded within fifteen days from the date of approval. If the investigation can not be completed within this period, the investigator demand for an additional period of time justifiably. If the discipline chief, authorized to conduct an investigation, deems suitable, she/he may prolong the length of the investigation.

(2) From the date on which the case of the students who have committed the acts of disciplinary offenses, mentioned in this directive, are learnt by the authorities, who are authorized to investigate these actions, the authority to inflict a disciplinary punishment shall prescribe;

- a) for the penalties of warning, reprimand, suspension from one week to one month from the higher education institution in case the disciplinary investigation is not initiated within a month,

b) for the penalties of suspension from the higher education institution for one or two semesters and the penalty of removal from the higher education institution in case the disciplinary investigation is not initiated within 3 (three) months.

(3) If disciplinary action is not inflicted within two years at the latest from the date on which the actions requiring disciplinary action are committed, the authority to inflict a disciplinary penalty prescribes. However, where the discipline chief or board needs a judicial jurisdiction, the prescription period starts from the day when the judgment of the judicial jurisdiction is finalized. This requirement is determined by a decision taken by the authorized discipline chief or the board.

The way the investigation is conducted

Article 14 - (1) The confidentiality of the investigation is essential.

(2) The investigator may listen witnesses, make explorations, and consult to the expert. The investigation transactions are determined by a minute. Minutes of the investigation shall consist of the information about where and when the transaction was made; the nature of the transaction, people who participated in the transaction. If a statement was given, the questions and answers shall be indicated on the document. In addition to the investigator, clerk and the declarer; minutes shall also be signed by those present at the time of the discovery. Expert, in case appointed and the witness, while her/his statement is taken, shall vow and the identity and the address of the witness and other descriptive information shall be indicated.

(3) The staff of the higher education institutions shall provide any information, files and other documents requested by the investigators without delay and fulfill the requested assistance.

(4) The investigator conducts and completes the investigation, limited to the persons and actions investigated. The investigator who determines that other disciplinary offenses were committed during the investigation, other than the action being investigated, or the investigator, who determines that other people must also be included in the investigation within the scope of the same offense, notifies the competent authority.

(5) The student's relocation within the higher education institution, having changed the higher education institution itself or leaving the higher education institution for any reason, does not constitute an obstacle to launch an investigation, for its continuation and to make the necessary decisions.

(6) Investigators may request from the competent authority, who is authorized to initiate a disciplinary investigation, to decide about the investigated students, being banned from entering to the buildings of higher education institution during the investigation If they deem it necessary.

Right of defense

Article 15 - (1) The investigated student shall be informed with a written notice about the content of the offense at least 7 (seven) days before making her/his defense. S/he shall be ready to defend herself/himself in the specified date, time and place according to the written notice.

(2) Defense can either be oral or submitted in a written form. After the written defense is submitted, the investigator may ask additional questions to the student.

(3) The student shall be notified via an invitation that s/he is assessed as not using her/his right to self-defense if s/he does not reply to the invitation without an excuse or does not inform the authorities regarding his/her excuse on time and a judgement shall be placed on the student on the basis of the existing evidences.

(4) An appropriate period of time shall be granted to the student who has declared a valid excuse or who is assessed to have failed to comply with the invitation due to force majeure. The detained students are informed that they can send their defenses in a written form.

(5) The investigation is conducted in such a way as to allow the student to make an appropriate self-defense.

Investigation report

Article 16 - (1) A report is prepared when the investigation is concluded. Approval of the investigation in the report, the date of the commencement of the investigation, the identity of the person being investigated, the contents of the offenses being charged, the phases of the investigation, the evidences and the defenses received are summarized. It is debated whether the offense being charged is constant and the necessary disciplinary penalties are offered. The original or the copies of the documents related to the investigation are attached to the report by being attached to a list of contents. The investigation report, together with the file, is deposited with the investigating authority.

Conducting criminal prosecution and disciplinary investigation together

Article 17 - (1) Due to the same incident, the initiation of criminal proceedings about the student does not delay disciplinary investigation. Criminal prosecution about the student and whether he/she is sentenced or not under the law, does not constitute an obstacle for an infliction of a disciplinary penalty.

Finalizing the investigation

Article 18 - (1) Penalties for warning, reprimand and suspension from higher education institutions from one week to one month shall be imposed by the faculty dean or by the head of institute, conservatory, college or vocational school.

(2) Due to disciplinary offenses committed in common areas, the rector has the authority to inflict a penalty of warning, reprimand and suspension from higher education institutions up to one month.

(3) Penalty for removal from the higher education institution by suspension penalty for one or two semesters from the higher education institution shall be given by the authorized discipline board.

(4) While the board of directors of faculties, institutes, conservatories, colleges and vocational schools fulfill the task of disciplinary board in investigations carried out by these units, the university board of directors fulfill the task of disciplinary board in investigations carried out by the rectorate.

(5) The rector, dean, director or disciplinary board, inspecting the investigation file, may demand from the same investigator or from a member of the disciplinary board to complete certain investigation procedures that are assessed to be uncomplete if necessary.

The working principles of the disciplinary board

Article 19 - (1) The disciplinary board meets at the place, date and time, that are going to be determined, upon the invitation of the chairperson.

(2) The organization of the meeting agenda, the announcement of the agenda to the relevant parties, and the regular execution of the board meetings are provided by the chairperson.

(3) The meeting quorum of the board of directors, as a disciplinary board, is the absolute majority of the total number of board members.

Rapporteur and interview procedure

Article 20 - (1) The rapporteur task is executed by the member, assigned by the chief, in the disciplinary board. The rapporteur member shall complete the examination of the file to be transferred within two days at the latest and shall submit the report to the chief.

(2) Explanations of the rapporteur shall be heard before the board. The board can also listen the investigators if it deems necessary. At the end of the talks, a vote is held and the decision is announced by the president.

Voting and Decision

Article 21 - (1) The supervisor, authorized to issue a disciplinary action or the disciplinary board, is free to accept the proposed sentence in the investigation report; may give another disciplinary penalty provided that the reasons are stated.

(2) Decisions in disciplinary board are taken by the absolute majority of those attending the meeting. In the case of equality of votes, majority is deemed to have been established upon the president's vote.

(3) The investigator disciplinary board member shall not participate to the meetings of the investigation file and shall not vote.

Decision Process

Article 22 - (1) Supervisors, authorized to give disciplinary penalty, shall take a decision regarding the penalties of warning, reprimand, suspension from higher education institution from one week to one month, within at least 10 days from the day the investigation is completed.

(2) In cases where other disciplinary penalties are required, the file shall be transferred to the discipline board immediately. The disciplinary board must decide within ten days at the latest from the date of receipt of the file.

Points to consider for Disciplinary Penalties

Article 23 - (1) Disciplinary boards and discipline chiefs, authorized to impose disciplinary penalties, considers the severity of the actions that constitute the disciplinary offense, whether the student under investigation, has previously received a disciplinary punishment or not, his behavior, attitude and actions, whether he regrets the act he has committed and the act he has done.

SECTION FOUR

Enforcement and Appeal

Notification of penalties

Article 24 - (1) The disciplinary punishment, given at the end of the disciplinary investigation, is notified by the superior authorized to;

- a) The student whose disciplinary inquiry has been made,
- b) The institution and the higher education institution, granting a scholarship and loan for the student.
- c) All higher education institutions, higher education board, the MSPC, the security authorities and to the relevant military branches in addition to the above-mentioned sub-paragraphs in case of a penalty of removal from the higher education institution.

Execution of disciplinary penalties

Article 25 - (1) Disciplinary punishment shall be applied from the date when disciplinary punishment is given, if the date of execution is not stated in the decisions of the board or in the decisions of the superior who is authorized to give disciplinary penalty.

Recourse against disciplinary penalties

Article 26 - (1) Objections can be delivered to the university board of directors within fifteen days against disciplinary penalties given by discipline chiefs and boards,

(2) In case of an objection, the university board of directors, which is the authority of appeal, shall definitively establish the appeal within fifteen days. In case of an objection, the university board of directors, which is the authority of appeal, analyses the decision and accepts or rejects the sentence. In case of a rejection, the disciplinary board or the authorized discipline chief binds the appeal considering the reasons for rejection.

(3) According to this directive, administrative proceedings can also be applied without the right to appeal against penalties.

SECTION FIVE

Miscellaneous and Final Provisions

Notification and address reporting

Article 27 - (1) All kinds of notifications, due to disciplinary investigation, are carried out via hand delivery by signature or delivery to the address that the student indicated in a written form or via a valid and accessible e-mail that the student demanded to be notified. In cases where the communication is not possible with these means, notified document shall be announced in the relevant higher education institution and the notification shall be considered as completed.

(2) Students who have changed their address during the enrollment period in a higher education institution, but who have not registered it to the institutions they belong or those, who have given incorrect or incomplete address, are deemed to have been notified in case the notification have already been sent to their current address, registered in the higher education institution.

File delivery

Article 28 - (1) The files belonging to the disciplinary investigation shall be delivered and taken together with the list of contents. Signatures of the recipient and deliverer are found under the list of contents.

Form of correspondence

Article 29 - (1) The provisions of the Notification Law numbered 7201 shall apply in other cases, while the form of notification in Article 28 keeps its validity for the form of correspondence with individuals.

(2) In case the document is delivered by hand, the signed document shall be stored in the investigation file.

Ongoing disciplinary investigations

Provisional Article 1- (1) The provisions of this Regulation shall apply to disciplinary investigations which have been initiated but not completed before the date on which this Directive entered into force.

Ongoing disciplinary investigations

Provisional Article 2- (1) The pre-amended provision of the second paragraph of the amended article 15 of this directive shall apply to disciplinary investigations which have been initiated but not completed before the date on which this article entered into force.

Directive removed from the enforcement

Article 30 - (1) Higher Education Institutions Student Discipline Directive, issued in the Official Gazette No.18634 of January 13, 1985, has been abolished.

Effective Date

Article 31 - (1) This Directive shall take effect on the date of issue.

Execution

Article 32 - (1) The provisions of this Directive shall be executed by the President of the Higher Education Council.

REGULATION ON STUDENTS AND ACADEMIC STAFF EXCHANGE BETWEEN TURKISH HIGHER EDUCATION INSTITUTIONS

SECTION I Purpose, Scope, Basis and Definitions

Purpose

Article 1- (1) The purpose of this Regulation is to regulate the rules and procedures regarding student and academic staff exchange programme among higher education institutions.

Scope

Article 2- (1) This Regulation contains the procedures of student and academic staff exchange who between national higher education institutions and foreign higher education institutions, providing education at associate, undergraduate, graduate and doctorate levels within universities and high technology institutes.

Basis

Article 3- (1) This Regulation has been prepared on the basis of the articles 7, 10 and 65 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

Article 4- (1) The following terms shall have the meanings as specified;

- a) ECTS: European Credit Transfer and Accumulation System,
- b) Farabi Exchange Programme: Exchange programme of student and academic staff held, among higher education institutions,
- c) Farabi Exchange Program Institutional Coordination Office: The unit in higher education institutions that is responsible for the execution of activities regarding the Farabi Exchange Programme.
- d) Farabi Exchange Programme Institutional Coordinator: Staff directly subject to the highest authority of higher education institutions or to her/his deputy and responsible for execution of the Farabi Exchange Programme institutional coordination office activities on behalf of the Council of Higher Education,
- e) Farabi Exchange Programme student means the student who is entitled to complete at least one and at most two terms in another higher education institution within the framework of Farabi Exchange Program Protocol, signed between higher education institutions, within the scope of the Farabi Exchange Program.

f) Academic Staff Mobility means activities, conducted in another higher education institution, within the framework of Farabi Exchange Program and the Protocol, signed between two higher education institutions.

g) CHE: The Council of Higher Education

h) Higher Education Institution defines the universities and advanced technology institutes.

SECTION II

Farabi Exchange Programme Protocol, Validity Period Principles and Documents

Common Institutions and Protocols

Article 5- (1) The Farabi Exchange Programme is conducted through the Farabi Exchange Programme Protocol signed between two national higher education institutions. The Farabi Exchange Programme Protocol provides the opportunity to cooperate in performing common activities and programmes between parties within the scope of Farabi Exchange Programme. HEI takes the necessary actions to provide and implement the effective and balanced distribution of Farabi Exchange Programme protocols between higher education institutions.

Activity validity period

ARTICLE 6- (1) Activity validity period is designated by CHE Executive Board by taking account of the academic calendar which participant higher education institutions have specified for the next education-training year. National higher education institutions make funding requests for each academic year regarding Farabi Exchange Programme. Higher education institutions use the allocated amounts within the relevant academic year (1st September-31st August).

Neutrality and Transparency

Article 7 – (1) Higher education institutions conducts the procedures regarding the determination of participants and announcement of the Farabi Exchange Programme for all students and the faculty, in accordance with the principles of neutrality and transparency.

Farabi Exchange Programme Documents

ARTICLE 8- (1) Information and documents related to the Farabi Exchange Program are kept by the Farabi Exchange Program Institution Coordination Offices of higher education institutions.
(2) Samples documents are prepared by the Council of Higher Education and released at the web page of the institution. Higher education institutions can add the logos and information of their institution as well as the information regarding the mobility activity to these documents.

SECTION III

Student Exchange Procedures

ARTICLE 9- (1), Students, enrolled in higher education institutions, can participate to student exchange activities within the framework of the Farabi Exchange Programme. Exchange includes the student, who is registered in a higher education institution, to continue a period of her/his education in another higher education institution in accordance with the Farabi Exchange Program Protocol. Student exchange period consists of at least one, at most two terms.

(2) Students, studying in their first year and in preparatory class of the associate and undergraduate programmes cannot benefit from the Farabi Exchange Programme. Students studying in their first years and first terms of graduate and doctoral degree programmes as well as in their preparatory or scientific preparatory terms, cannot benefit from this programme.

(3) Student workloads, based on a common credit system, cannot be less than the work load that they have to take at the same academic term of the higher education institution they are enrolled. During exchange activity, course credits are taken into account instead of the number of the courses. Higher education institutions can also ground on the ECTS credit system in addition to national credit system provided that the protocol signed by higher education institutions is still valid as agreed upon.

(4) Signatory higher education institutions take necessary precautions in order to prevent repetition of the courses because of the possibility that the courses may be taken or may have been taken in the higher education institution that they are enrolled. Necessary precautions are also taken regarding mutually course matching between higher education institutions in order for the student not to be disadvantaged about credit, course, term and year issues in the student exchange mobility period. For this purpose, in order to prevent course repetitions during the completion of credit points, upper or lower class course selection can also be realized at the other higher education institution. The credit points of the courses and the course substitution issues shall be pre-determined in the exchange programme protocol. Equivalences are approved by the board of directors of the relevant academic unit. Courses that the students succeed are recorded in the transcripts of the higher education institution, that they are enrolled.

Student Exchange Announcements

ARTICLE 10- (1) Higher education institutions announce Farabi Exchange Programme Protocols, that they have concluded, on their web sites and call for application in accordance with the quotas determined by these protocols. Signatory national higher education institutions pursue that same proceedings are carried out properly by foreign higher education institutions that they have concluded protocols. These announcements include details about the terms of application, Farabi Exchange Programme Student Mobility for Studies and the application process. The announcement must include details as per below;

- a) Criterias for being an applicant
- b) Total quotas (Entitlement and substitute quotas, being specified seperately)
- c) The required grade point average to apply and the foreign language score, if available
- d) Required documents and forms to be submitted during the application process
- e) Application dates, whose start and due dates are specified clearly.

(2) All applications, done in a timely manner, are recorded by Farabi Exchange Programme Coordination Office of the relevant Higher Education Institution and all the applications are scrutinized, by compliance audit certificate being prepared, following the end of application period.

(3) HEIs announce for applications once in a term. While the first announcement is declared before 15th of March, the second announcement is declared before 15th of October. The student exchange activities of the following term are completed till the end of the term in which the announcement has been made.

Terms of Application for Students

ARTICLE 11- (1) Minimum required conditions to become Farabi Exchange Programme student are as follows:

- a) The student shall be an enrolled associate, undergraduate, graduate and phd student at higher education programmes with formal training.
- b) The cumulative grade point average of associate and undergraduate students shall be at least two over four,
- c) The cumulative grade point average of graduate and phd students shall be at least two and a half over four.

In matters of determining the equivalencies of the grades in the 4 point grading scale in which the grade system is calculated over a hundred, related CHE decisions are admitted.

Evaluation of the applications and student admission

ARTICLE 12- (1) Higher education institution determines the student number who are planned to be given scholarship, in accordance with the funding amount allocated by HEI. Higher education institutions cannot select students to participate Farabi Exchange Programme without concluding a Farabi Exchange Protocol.

(2) If the medium of instruction of the higher education institution is Turkish for the outgoing students, assessment is done in accordance with the cumulative grade point average of the candidate students and students are ranked and selected in accordance with their CGPA for each programme. If there is a foreign language medium instruction or partial foreign language medium instruction in the HEI for the outgoing student, during the evaluation, sum of 50% of cumulative grade point average and 50% of language scores, that is specified as the medium of instruction, are taken into account and students are ranked and selected by using grade point average for each programme.

(3) If a foreign language medium instruction or partial foreign language medium instruction is available in HEI for outgoing students, HEIs shall demand result of a central foreign language proficiency exam, conducted by Student Selection and Placement Centre or a language exam result

determined jointly on the basis of the Protocol concluded among parties. Decisions of the Council of Higher Education are taken into consideration regarding the equivalency of national and international foreign language documents.

(4) Application result list, containing the details about applicant students and their scores in their field of study, is announced through the web site of signatory higher education institutions.

(5) Entitled students, who want to request a recommendation for a waiver, shall fill and submit a form/petition. Students, who won't be able to benefit from the exchange programme due to illness, accident etc. and whose excuses are found acceptable by the higher education institution, can benefit from the program after their excuses are over.

Academic recognition

ARTICLE 13- (1) Higher education institutions provide full recognition for education-training activities for outgoing students. The programme regarding defined courses is confirmed in a written form by signing a learning protocol by all parties before student mobility for studies start. Higher education institutions are obliged to provide full recognition of the courses, specified in the learning protocol, in which it is a party to and shall take the necessary precautions to ensure full recognition.

Student Exchange documents

ARTICLE 14- (1) The required documents that need to be kept in the student file for the pre-exchange period are as follows:

- a) Student application form,
- b) Transcript,
- c) Foreign Language Scores (If foreign language medium instruction or partial foreign language medium instruction is available in the HEI, applied for exchange.)
- d) Student Scholarship Agreement

(2) In the post-mobility period, the student shall submit the transcript, student certificate of attendance and student final report regarding the exchange period at the host higher education institution not later than 15 days. Additional time can be granted, on the condition that it does not exceed 15 days, by the higher education institution for students to complete the missing or incorrect documents. If the documents are not submitted completely within the time specified, student exchange mobility is assessed to be invalid and refund of the payments made, shall be requested from students.

Student Scholarship/Obligation Agreement

ARTICLE 15- (1) The scholarship/obligation agreement is a contract signed between the student and the higher education institution that contains information about the duration of the exchange,

the amount of scholarship, other payments and the sanctions that the student shall face in case the student neglects her/his obligations and the issues alike.

Study protocol

ARTICLE 16- (1) The Study protocol is the protocol signed by the higher education institutions performing the student exchange which includes the curriculum and the credit points of these courses defined in the pre-exchange student mobility period. Courses and their credit points that the outgoing student will take in the host higher education institution shall be specified clearly in this protocol. The student declares, by signature, that the courses are acceptable and are to be attended regularly. Sending higher education institution assures that the courses taken in line with this protocol will be admitted. Study protocol also includes details about course substitution and the credit points. Equivalencies of courses are certified by the administrative board of the relevant unit. The curricula, accepted with this protocol, must be in line with the purpose of the program in which the student is currently studying.

(2) The study protocol is signed and recorded by the sending and the host higher education institution before the exchange mobility takes place. The study protocol is drafted in three copies and one copy is kept by each of the parties including the student. The Study Protocol is also signed by the concerned head of departments and top executives of the higher education institutions which concluded Farabi exchange programme protocol or Farabi exchange programme institutional coordinators, having authorization of signature. Changes that will be made on the study protocol owing to several reasons shall be made within 30 days at the latest following the beginning of academic term of the host higher education institution and this document shall be ratified by the student, authorities of the sending and the host higher education institution. This period shall not be later than the dates of compulsory exams that should be taken by the Farabi exchange programme student of the host higher education institution.

(3) Farabi exchange programme student cannot retake the exam of the course, s/he succeeded or take the same course, specified in the study protocol, again. All courses, successfully completed at the end of the exchange period, shall be indicated in the diploma supplement.

Student admission document

ARTICLE 17- (1) After the study protocol is signed, the host higher education institution shall draft a ratified and signed student admission document indicating the student concerned, is accepted as a Farabi Exchange Programme student by submitting one copy to the student and the other copy to the sending higher education institution.

Student Charter

ARTICLE 18- (1) Farabi Exchange Program Student Charter is a document in which the rights and obligations of the student during the Farabi Exchange Program are indicated. This document is delivered to all students, who are entitled to be Farabi Exchange Program students, with signature.

Student Final Report

ARTICLE 19- (1) The Student Final Report is the document containing the summary information about the student's exchange mobility period and the student's assessments regarding this period after the mobility.

Certificate of Attendance

ARTICLE 20- (1) The Certificate of Participation is a signed and sealed document that is prepared by the host higher education institution where the educational activity has been carried out and confirms the student's start and final dates of education. Scholarships of students are calculated taking into account the exchange mobility dates, specified in this document.

Repetition of Courses

ARTICLE 21- (1) Irrespective of any reason if students fail the courses that they are obliged to take in the host higher education institution, they repeat the course in the higher education institution they are enrolled. The repetition of the course is carried out by re-taking of the course whose equivalency has been admitted in the study protocol. Course repetition shall not be admitted in the host higher education institutions. The student shall not take any course, whose equivalencies have not been admitted in the study protocol, in the post-mobility period.

Student Obligations

ARTICLE 22- (1) Students who have been granted an acceptance letter from the host higher education institution are deemed to have undertaken the student obligations of Farabi Exchange Programme. Scholarships of the students, delivered within the framework of Farabi Exchange Programme, shall be suspended if it is identified that they did not started studying without an excuse although they have been delivered an acceptance letter. Refund of the payments made, if any, are requested from the student. In this case, students cannot be a student with/out scholarship, within the framework of Farabi Exchange Programme once again in any study cycle.

(2) As Farabi Exchange Program students, who have received an acceptance letter, are obliged to renew their registration, in a timely manner, in the higher education institution that they are enrolled, they are also obliged to enroll in the host higher education institutions that they will visit during the registration renewal period. Student enrollments are conducted by the Farabi Exchange Program Institutional Coordination Offices of the host higher education institution and the admission files (examination results etc.) of the students are kept by these offices.

Disciplinary Matters

ARTICLE 23- (1) Students are obliged to obey the discipline rules of the host higher education institution during the exchange period. During the exchange period, investigation about acts and proceedings of the students that cause disciplinary prosecution is executed by the host higher education institution. Home higher education institution is informed regarding the consequences of the investigation. In case of imposing punishment as a result of investigation and if it is not possible to enforce this punishment during the academic year/term in the host higher education, punishment is enforced by the home higher education institution.

Student Exchange Mobility for the Second Time

ARTICLE 24 - (1) Students can participate in the Farabi Exchange Program once for each study cycle. However, a student can be awarded with ascholarship within the framework of Farabi Exchange Program for at least one, at most two semesters, only once during his/her education life and only in one study cycle and within the same academic year.

Exchange of Special Scholarship or Non-Scholarship Student

ARTICLE 25- (1) In case the resources allocated for the higher education institution for student exchange is insufficient, provided that adequate student quotas exist and indicated for the exchange mobility in the Farabi exchange protocols, they can use special scholarships or other resources for the student exchange activity, ensured by their own means and they can ensure students to benefit from Farabi exchange programme activities with non-scholarship status, when demanded. Provisions of this regulation are applied for special scholarship or non-scholarship students of Farabi Exchange Programme students.

Student Exchange between Institutions in the Same Province

ARTICLE 26- (1) Higher education institutions, within the same accessible civil service borders, can also benefit from the Farabi Exchange Program. However, students shall not be awarded by Farabi Exchange Program scholarships or any other payment shall not be made.

Study Expenses

ARTICLE 27- (1) During their period as Farabi Exchange Programme students, they shall continue to pay their tuition fees by making their enrollments to their home institutions. Farabi exchange students shall not freeze their registrations. Students shall not pay extra tuition fee to the host higher education institution within the framework of Farabi Exchange Programme.

(2) Farabi Exchange Programme students can be subject to all fiscal obligations that the host higher education institutions apply for their own students, except for tuition fees.

Other Scholarships and Loans

ARTICLE 28- (1) Other scholarships and loans, except for the scholarship given within the scope of Farabi Exchange Programme, can be maintained within the student's period of study, if available.

SECTION IV

Teaching Academic Staff Mobility

Teaching Academic Staff Mobility and its Scope

ARTICLE 29- (1) All teaching academic staff working in higher education institutions can join academic staff mobility. This mobility includes education-training activities, performed by a teaching academic staff, in the host higher education institution.

Designation of the Teaching Academic Staff

ARTICLE 30- (1) All Farabi exchange programme protocols concluded, exchange teaching academic staff quotas and call for applications for teaching academic staff, wishing to join the exchange activity, are announced in the web site of the related higher education institution. In the announcements, details about the application process and payments to be made are indicated. Announcements are published in the web site of the higher education institution at least 15 days. All applications within the scope of academic teaching staff mobility are admitted until the application deadline specified in the announcement. Higher education institution can determine more than one announcement and deadline within the same academic year. All applications are recorded by the higher education institution and kept at Farabi Exchange Programme Institutional Coordination Office.

(2) The main document regarding academic teaching staff mobility is the academic teaching staff mobility programme, prepared by the academic teaching staff who joined the programme. In the said programme, activities which the academic staff will perform are mentioned in detail. This programme is approved by the administrative boards of the relevant academic unit of the home and host higher education institution.

(3) In this plan, priority shall be given to particular cases such as foreign language level of the teaching academic staff if there exist a foreign language medium instruction or partial foreign language medium instruction in the host higher education institution and the number of the Farabi exchange programme protocols of the relevant academic department of the teaching academic staff. In addition, priority is given to applications from academic staff who has not been to teaching academic staff exchange activity within the framework of Farabi exchange programme before.

(4) Farabi Exchange Programme Institutional Coordination Office of the higher education institution announces the academic staff entitled to participate in exchange. In the post-exchange activity period, evaluations and results are reported to Higher Education Council (HEC) by the relevant faculty member, who joined Farabi teaching academic staff mobility activity.

Duration of the Teaching Staff Mobility

ARTICLE 31- (1) Academic teaching staff mobility periods can be minimum one semester and maximum two semesters in an academic year. This activity comprises the summer school programmes as well.

Academic Teaching Staff Mobility Documents

ARTICLE 32- (1) Academic staff, attending the activity, shall submit a signed and stamped certificate of attendance, in which start and end dates are indicated, prepared by the host higher education institution and shall submit the final report of the activity to Farabi Exchange Programme Institutional Coordination Office, not later than 15 days after the activity is completed.

SECTION V

Organizational Structure of the Exchange Mobility

Organizational Structure

ARTICLE 33- (1) The works and proceedings regarding Farabi Exchange Programme activities of the higher education institutions are executed by Farabi Exchange Programme Institutional Coordination Offices. Higher education institutions assign a Farabi exchange programme institutional coordinator who is directly attached to top executive or to her/his vice executives. Higher education institutions, for the issues of the formation of offices and assignment of the institutional coordinator, can execute Farabi exchange programme activities in coordination with other national or international Exchange programmes for the purpose of efficient usage of offices and personnel and to provide coordination and integrity in the activities. Unit coordinators, responsible to the institutional coordinator, can be determined as well. Institutional coordinator is responsible from the execution of the Farabi exchange programme activities on behalf of higher education institution.

Exchange Demand

ARTICLE 34- (1) National higher educational institutions convey their requests with regard to exchange to council of higher education via Farabi exchange programme institutional coordination offices between 1st of May and 15th of May. Higher educational institutions make these requests by considering the Exchange periods and number of students and the teaching academic staff who can attend the programme indicated in Farabi Exchange Programme protocols. These demands are evaluated by CHE based on the criterias such as total number of student and teaching academic staff and Farabi exchange programme protocols of the relevant higher education institution, total exchange quotas indicated in the protocols and request for exchange of the prior year and the performed activity of the prior year upon this request. These demands are considered by CHE executive board and amounts obtained after this evaluation are transferred to the accounts of national higher education institutions. CHE takes the necessary precautions to ensure relevant, effective and fruitful allocation of Farabi exchange protocols among higher education institutions.

SECTION VI

Auditing

Auditing

ARTICLE 35- (1) Expenses made within the scope of Farabi Exchange Programme are controlled as per Public Finance Management and Control Law no.5018. As a result of institution's internal audit, in case of a detection that programme contains issues contrary to this Regulation, auditing result is conveyed to CHE by the relevant higher education institution. Additional auditing can be made, if required, by CHE. In case of a detection of criminal acts in terms of the Turkish Penal Code, the relevant higher education institution shall take action for the officials in accordance with the general provisions.

SECTION VII

Miscellaneous and Final Provisions

Repealed Regulation

ARTICLE 36- (1) The Regulation on the Student and Academic Staff Exchange between Turkish Higher Education Institutions published in the Official Gazette dated 31/3/2006 and numbered 26125 has been repealed.

Temporary Provisions

PROVISIONAL ARTICLE 1- (1) CHE can make changes regarding the dates of Farabi Exchange Programme for the 2008-2009 academic year when Farabi Exchange Programme took effect.

Effective Date

ARTICLE 37- (1) This regulation shall take effect on the date of issue.

Execution

ARTICLE 38- (1) President of the Council of Higher Education executes the provisions of this Regulation.

**ANKARA YILDIRIM BEYAZIT UNIVERSITY
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**EUROPEAN CREDIT TRANSFER AND
ACCUMUATION SYSTEM (ECTS) GUIDELINE**

WHAT IS EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)?

One of the main elements of the reform package introduced in Europe in the Bologna Process is the use of the common credit system. European Credit Transfer and Accumulation System (ECTS) is a student-centered crediting system, defined according to the workload that students have to achieve in order to reach the goals set by an education program. ECTS is a system of credit accumulation, credit transfer and academic equivalency and is characterized as a Europe-wide “common language” in the field of higher education. ECTS is not an effort to standardize and to transform the education systems of different countries into a single model. The aim is to provide mutual recognition for the learning outcomes, gained in lectures, by the exchange students studying in the educational institutions of different countries.

What is the aim of European Credit Transfer and Accumulation System (ECTS)?

- To facilitate student mobility,
- To guarantee the recognition of the courses that the students take in their international mobility periods in their own countries.
- To ensure that cooperation between higher education institutions in Europe, be based on solid and transparent grounds.
- To establish rules of good practice based on student performance and transparency of study programs to regulate academic recognition.
- To ensure that the grades of the courses taken by the exchange students studying in higher education institutions of different countries are mutually recognized by the relevant institutions, as fair as possible,
- To ensure Europe-wide standardization in crediting and grading issues, thereby strengthening the educational dimension of European integration.

What are the benefits of calculating ECTS credits

- While the ECTS credits of the educational activities are determined, the content of the committees/internships are also reviewed.
- Learning objectives and the professional contribution of these objectives for the student are reviewed.
- Since the study period of the student is also taken into account, the student workload, foreseen for the educational activity, is defined.

- It ensures that the courses, that the students take in their international mobility periods, are recognised.
- It provides convenience for the students to continue with an upper level programme in European Countries.
- It provides convenience for the graduates to work and move freely in European Countries.

What is student workload?

Time and effort, spent by the student, for reaching the learning outcomes of a traineeship/lecture board is student workload. Work load includes all the work, performed by the student, regarding courses, to reach the learning outcomes.

What are the factors determining the student workload?

Main factors that determine the workload of a course are the learning outcomes of this course, learning and training methods, evaluation and assessment techniques, the status of the course in the curriculum, the consistency between the courses in the program, effort of the student, made for the course and the level of student's skills.

It is necessary to determine the student work load by calculating whole time, spent by the student when calculating the ECTS credits of the course committees'/traineeships' in the curriculum.

It is basically the faculty member's job to estimate the time required to complete the activities, envisaged for each course. Techniques such as interviews and surveys can be used to test the accuracy of the estimated student workloads by the end of the process. Taking the opinions of the students, in the calculation of the ECTS Credits of the course, increases the quality assurance and acceptability of the techniques. In addition, ECTS credits, based on student workload of the courses prepared for each semester in the department/departmental boards or course committees, should be reviewed in each academic term.

The below-mentioned parameters should be taken into account while the student work load are being calculated;

Course Hours (Theory-practice)

Exams

Assignments

Oral presentations

Bed-side theotics

Shifts

Practices (visits)

Field work

Projects

Individual Studies etc.

Questions that should be asked in calculating the student work load?

Which program outcomes do I aim to make the student gain in the course board/internship?

What are the learning outcomes of the course board/internship?

Which training activities are carried out regarding the course committee/internship?

How do I assess and evaluate the learning outcomes?

What is the estimated studying period for the student to gain the so-called learning outcomes?

How is the ECTS Credit of a Course Calculated?

The estimated annual work load of a student in higher education institutions varies between 1500 and 1800 hours.

In order to calculate the student workload in terms of ECTS credits, the following template should be taken as a basis;

One term = 30 ECTS credits = 750-900 hours

A year = 60 ECTS credits = 1500-1800 hours

Accordingly, 1 ECTS credit corresponds to a workload of 25-30 hours.

To give an example, a student is expected to work for approximately 2 (two) hours for 1 ECTS credit in a 15 week academic calendar according to ECTS.

There is no correlation between the theoretical course hours and the course credit. While a one-hour theoretical course requires the student to work individually for 3 hours, a two-hour seminar may require the student to work for a week. Therefore, a system like ECTS, that is based on the student work load, cannot be based on theoretical course hours.

ECTS credit points only refers to the student workload measured in a certain period of time, it indicates the course level by no means. There is no relationship between the difficulty level of the course and the amount of ECTS credits.

A basic introductory course may require more workload than an advanced course. It is not a matter of discussion that a course taught in the fourth year to have more ECTS credit points than a course taught in the second year.

Credit points do not depend on status or prestige. The prestige of the lecturer or the status of the course cannot be used to determine credit points. It cannot be taken as a basis in determining the additional course fees.

Points to be considered in determining ECTS Credit Points

ECTS credits should be given as whole numbers, but rational numbers may be used if required (Flawed numbers such as 1.63 should be avoided)

Elective courses should not be placed into academic terms with their names one by one, but be demonstrated in elective course pools.

The same ECTS credit points should be given for the common service courses.

ECTS credit points shall be identified for internships, graduation studies and all non-credit courses.

ECTS credits of a course are seriously considered not to be lower than the credits of that course in the home higher education institution.

The total ECTS credits of the courses in a semester must be 30 and the total ECTS credits of the courses given in a year must be 60.

ECTS work load table are mentioned below as an example.

ECTS WORK LOAD TABLE			
ACTIVITIES	Number	Duration (Hour)	Total Work Load
Course Period (number of weeks * total course hours per week)	14	5	70
Study Time (preliminary study, post-course studies)	10	2	20
Assignment	5	3	15
Project (Including the preparation period and the presentation time, if any)	1	5	5
Report (Including the preparation period and the presentation time, if any)	0	0	0
Presentation (Including the preparation period)	1	10	10
Pop-Quiz	2	1	2
Preparation period for pop-quiz	2	2	4

Mid-Term 1	1	1	1
Preparation period for mid-term 1	1	15	15
Final	1	1	1
Preparation period for final	1	15	15
Total Work Load			148
Total Work Load / 30			148/3 0
			4,9
Course ECTS Credit			5

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**ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF MEDICINE**

UNDERGRADUATE MEDICAL EDUCATION

ANKARA YILDIRIM BEYAZIT UNIVERSITY FACULTY OF MEDICINE UNDERGRADUATE MEDICAL EDUCATION

Mission

The mission of Ankara Yıldırım Beyazıt University Faculty of Medicine is to train medical doctors who are committed to human and ethical values, have high level of knowledge and skills, and masters of advanced medical technologies, knowing how to access information, having the ability to apply current diagnosis and treatment methods; establishing effective communication with colleagues, other healthcare professionals and patients; has teamwork skills and having been acquired leadership qualifications, able to recognize the society they live in and sensitive to global health problems, following the developments in science closely; able to provide a top-level, evidence-based, and qualified health services to the community; who will contribute to the national and international scientific world with high-level basic, clinical and community-based researches.

Vision

The vision of our faculty is with our dynamic, innovative and liberal approach in medical education; to be a leading medical school in national and international level that adopts contemporary medical practices based on research and science, prioritizes the cooperation of medicine with other sciences, and is a leader in education, research and health service delivery.

ANKARA YILDIRIM BEYAZIT UNIVERSITY FACULTY OF MEDICINE

Undergraduate Medical Education

General Purpose and Programme Competencies

Educational Objectives of Ankara Yıldırım Beyazıt University Faculty of Medicine

The main educational aim of our faculty is to create a science and education program with ethical, scientific and technological equipment and experience in order to raise leaders who can provide health services on an international scale and who can shape health developments and health policies with their research and studies that contribute to the development of medical science.

Educational Goals of Ankara Yıldırım Beyazıt University Faculty of Medicine

1. To ensure that our education system, which has high outputs in the light of measurable values, is developed and is among the exemplary educational institutions at the international level,
2. To carry out studies to increase community-based education activities,
3. By providing the necessary operation and time in the education program, to ensure that students acquire basic competencies in the field of scientific research and reach a level where they can conduct research in the fields they will choose in the future,
4. To ensure that interactive education applications are integrated into the whole education program.

Research Objectives of Ankara Yıldırım Beyazıt University Faculty of Medicine

To be a national leader in its field by using high-level education and research opportunities, by carrying out research that improves public health and contributes to the universal medical literature, and by ensuring that these are published at the national and international level.

Research Goals of Ankara Yıldırım Beyazıt University Faculty of Medicine

1. To prioritize and support the interdisciplinary and/or multidisciplinary researches,
2. To produce projects in order to make applications to the national and international cooperation programs as well as in our university, for interdisciplinary and/or multi-disciplinary researches.

Service Purposes of Ankara Yıldırım Beyazıt University Faculty of Medicine

To be a national and international center of excellence in all fields of medicine, beyond its urban geography, with the awareness of and being sensitive to the health priorities of the society

Service Goals of Ankara Yıldırım Beyazıt University Faculty of Medicine

1. To provide the highest medical technology, equipment, medical competence and service quality equally to all patients
2. To be determined not to reflect the restrictive factors on clinical practices

3. To prioritize high merit, human love, professionalism and commitment to ethical values in all its personnel.

PROGRAMME COMPETENCIES

Individuals, who complete Ankara Yıldırım Beyazıt University Faculty of Medicine Undergraduate Education Program, gain the below-mentioned program competencies (PC) indicated under the scope of following headings.

KNOWLEDGE (Hypothetic and Practice-Based)

PC1. Explains the the life cycle, the effects of growth and the normal structure and functions of the human body on the basis of cells, tissues, organs and systems,.

PC2. Knows the basic and important determinants of health as well as the risk factors for the individual and society, evaluates the interaction between people and their physical and social environment.

PC3. Understands the causes of diseases, the ways they affect the organism, the disorders in body structure and functions during diseases and the symptoms, that it caused.

PC4. Has knowledge of the diagnosis, treatment, prevention and rehabilitation principles of diseases and life-threatening conditions, as well as the knowledge of approaches to the epidemiology and reduction of common diseases in the community.

PC5. Evaluates national and international health systems in the context of health policies, health financing and health management.

SKILLS (Conceptual/Cognitive and Practice-Based)

PC6. By applying effective communication techniques with a structured and systematic approach, takes medical history (anamnesis) from patients and their relatives, and performs general and systemic physical and mental examinations.

PC7. Performs basic diagnostic tests and medical interventions, obtaining informed consent guide the treatment identifying health problems, analyze and interpret findings,

PC8. Makes a clinical diagnosis using anamnesis, physical examination and diagnostic test results, functional assessment and clinical reasoning skills,

PC9. Creates and implements a treatment and follow-up plan at the primary care level by ensuring the patient participation and refers to the secondary level when necessary,

PC10. Keeps medical and forensic records, prepares and presents patient information (epicrisis, report, etc.) in accordance with current regulations,

PC11. Applies the principles of evidence-based medicine and patient-centered care in the process of case management (diagnosis, treatment, follow-up),

PC12. Recognizes life-threatening situations, manages medical emergencies,

PC13. Protects and promotes the health of individuals, families and society; implements appropriate interventions (informative services, consultancy, inter-sectoral cooperation, etc.) to prevent illness, injury, accidents and disability

COMPETENCES

COMPETENCY TO WORK INDEPENDENTLY AND TO TAKE RESPONSIBILITY

PC14. Takes responsibility in medical practices; makes effective teamwork with colleagues and other health personnel and works in cooperation with the relevant sectors.

PC15. Plans, implements, reports and presents the scientific research.

LEARNING COMPETENCE

PC16. Reaches, interprets and uses information from different sources and databases.

PC17. Continuously improves herself/himself by using life-long learning skills in order to respond to scientific and technological developments, changes in professional practices and community needs.

COMMUNICATION AND SOCIAL COMPETENCE

PC18. Cooperates with other health personnel and health institutions in order to prevent diseases and improve health at the individual and community level.

PC19. Establishes effective written and verbal communication with the patient and their relatives, other health personnel, society, relevant sectors and media.

PC20. Provides training and consultancy to patients and their relatives, to society and other health personnel by using their training skills.

FIELD SPECIFIC COMPETENCE

PC21. Approaches the patient as a whole with its biological, social, cultural and behavioral aspects, without making any discrimination in matters concerning the language, religion, race, gender, social and economic status of the patient.

PC22. Has professional values that include empathy, responsibility, self-sacrifice, excellence, compassion, reliability, honesty, integrity and adherence to scientific methods.

PC23. Acts in line with ethical principles in medical practices, recognizes ethical dilemmas and applies ethical reasoning principles for their solution.

PC24. Practices its profession in accordance with current legal regulations, being aware of the responsibility of the physician, considering the rights of the patient and physician.

PC25. Undertakes leadership in protecting and improving health and actively participates in studies to develop professional values and practices.

ANKARA YILDIRIM BEYAZIT UNIVERSITY MEDICAL EDUCATION

At Ankara Yıldırım Beyazıt University Faculty of Medicine, each academic year is defined as a "Semester".

While 1st 2nd and 3rd years are called "Pre-clinical Stage", Term IV and V are "Clinical Stage"s and Term VI is called "Internship Stage". Academic terms comprises two semesters as "Fall" and "Spring".

Medical education and teaching activities are performed through an integrated system. In this system, courses are not taught one by one and independently from each other, subjects are examined with a multidisciplinary approach in the integrated system based course boards.

In the 1st year, the courses (Biochemistry, Medical Biology, Medical Genetics, Histology and Embryology, Biophysics, Physiology, Anatomy) in which the structure and function of the human organism are taught, are taught together with Introduction to Medical Microbiology, History of Medicine, Behavioral Sciences, Clinical Skills and Biostatistics,

In the 2nd year, the courses (Biochemistry, Histology and Embryology, Physiology, Anatomy), in which the structural and functional information of the human organism are completed, are taught together with the Medical Microbiology courses

In the 3rd year, physiopathological and pathological basis, clinical features and treatments of the system diseases are taught by Departments of Medical Pathology, Medical Pharmacology and Clinical Sciences with a multidisciplinary approach.

Practices, laboratory studies (wet and dry lab), clinical skills training (Practical training in small groups with model support, if necessary), communication skills training (theoretical and practical training with small groups accompanied by patients) and student working group activities (research project practice) constitute approximately 30% of the education in 1st, 2nd, and 3rd years of the medical doctor programme. In the 1st year, extracurricular common compulsory courses are "Principles of Atatürk, History of Revolution, Turkish Language and Literature, and English." For the 1st year, in the first week of the academic year, orientation programmes are organized by the term boards, in which information about the education, training and practical application principles are presented to the students.

In the 4th and 5th year, medical education consists of clinical internships. In addition to theoretical courses, internships include bed-side training, clinical visits, patient

preparation, polyclinic visit, observation in the operating room, seminar and article hours, intra-clinic joint meetings. In internships, students are expected to learn to use the basic knowledge and skills they have learned in the first three years. In addition to theoretical training, intensive practical training is provided to teach history taking from patients, performing general and systemic examinations, requesting and evaluating appropriate tests, determining the treatment and following its results. While all internships are obligatory in the 4th year, 30% of internships in the 5th year are chosen by the student from among the optional internships.

Students take active roles and responsibilities in all clinical studies under the supervision of faculty members responsible for them. In their last step towards acquiring a doctor of medicine status, they learn to apply what they have learnt throughout five years under supervision. In the 6th year of the medical doctor programme, one of the internships is chosen by the student from among the optional internships.

ASSESSMENT-EVALUATION

During each academic year, measurement and evaluation are performed in line with the learning outcomes, based on the teaching method as well. The students are assessed out of a maximum of 100 points.

PRE-CLINICAL STAGE

The examination grade of the student who does not attend the course committee examination shall be zero (0).

1st 2nd and 3rd years, the "Course Board Exam", which is a kind of a midterm-type exam, is held at the end of each course committee. Course committee exams are held as practical examinations and test-intensive theoretical exams. The examination grade of the student who does not attend the course committee examination shall be zero (0).

In a course committee examination, the sum of the marks obtained from all departments and divisions, determine the course committee examination grade. The departments and divisions included in respective course committees shall have the number of questions and weight of grades in proportion to their effect in teaching activities. The lowest passing grade in an examination at the rate of 50% rule shall be applied for each course in the course committee examinations, the overall year-end examinations, or the year-end resit examinations. If a student's grades are less than 50% of the total examination grade in one or more of the courses, the difference between the grade he/she obtained from that course and 50% of the total grade of that course shall be deducted from his/her total examination grade.

Other than course committee exams, "Overall Year-end Examination" also exists. The grade, calculated by dividing the cumulative grade points, obtained by the student in the course committee examinations by the number of course committees of that course is called the "course committee grade point average". Overall year-end examination are held as test intensive theoretic examination.

A student shall be considered as successful for the relevant semester provided that s/he obtains at least 60 (CC) out of 100 maximum points as her/his grade point average.

This is the grade obtained by the sum of 60% of the average grade of the course committees (arithmetic average) and 40% of the grade obtained from the overall year-end examination. While calculating the year-end course grade of the students who fail the course and need to sit for the resit exam, the grade obtained from the year-end resit examination shall be based on, instead of the grade obtained from the overall year-end examination. The year-end course grade of a student must be at least 60 (CC) in order to promote to a higher grade.

Students whose year-end resit mark is below 60 (CC) or who do not take the overall year-end examination due to a valid excuse accepted by the Faculty Board, although they are entitled to take the examination, shall attend the year-end resit examination. This exam is held at the first fifteen days after the end of the overall year-end examination. Students who do not take the overall year-end examination without a valid excuse shall not attend the overall year-end resit examination. Students, who fail in the resit examinations shall repeat all the course committee programs of this academic year and retake the examinations in the respective year.

CLINICAL STAGE

Written and oral examinations are held at the end of each internship in the 4th and 5th years. Theoretical and practical application exams are held on the last day of the internship for the 4th year students and on the last day of the internship for the 5th year students. Students whose clinical internship final examination course grade is below 60 (CC) are required to sit for resit examination. In the 4th and 5th years, a resit exam is held for each clinical internship, on different days, following the end of the last clinical internship. Students, who fail in the resit examination as well, repeats the relevant clinical internship on the following academic year. In case the student performs clinical internship(s) successfully, s/he is entitled to promote to a higher grade in accordance with the clinical internship rotation program.

Optional courses are assessed and evaluated by mid-term and final examinations. The said examinations can not be assessed as a pre-requisite. For this reason, those who fail in the said courses may promote to a higher grade. However the student has to pass the said course to get a degree and graduate.

COURSE ATTENDANCE STATUS

In the Ankara Yıldırım Beyazıt University Faculty of Medicine, education shall be full-time and attendance shall be compulsory. A student must attend a minimum of 70% of the theoretical courses and a minimum of 80% of the practical applications.

Students, who do not fulfill the attendance requirements, shall not be eligible to attend course committee examination(s) and year-end overall examination(s) as well as “internship final examinations” of the clinical internships in the 1st 2nd and 3rd years and shall be deemed to be unsuccessful and fail from the relevant course/clinical internship.

**ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF MEDICINE**

**UNDERGRADUATE MEDICAL EDUCATION BOARD
WORKING PRINCIPLES AND PROCEDURES**

Purpose

Article 1- (1) The purpose of these principle and procedures is to regulate task, cooperation and the working principles of the board regarding the preparation, implementation and evaluation of the education-training programmes. The board is responsible for the coordination of the Basic Medical Sciences undergraduate education-training and the medical doctor programme at Ankara Yıldırım Beyazıt University Faculty of Medicine.

Scope

Article 2 – (1) The scope of this principle and procedures covers the provisions related to task, cooperation and the working principles of the board regarding the preparation, implementation and evaluation of the education-training programmes. The board is responsible for the coordination of the Basic Medical Sciences undergraduate education-training and the medical doctor programme at Ankara Yıldırım Beyazıt University Faculty of Medicine.

Basis

Article 3 – (1) This principle and procedures has been prepared on the basis of “Ankara Yıldırım Beyazıt University Faculty of Medicine Directive” adopted by Ankara Yıldırım Beyazıt University Senate, .dated..... and numbered and on the basis of articles 16, 17 and 18 of Higher Education Law numbered as 2547.

Definitions

Article 4 – (1) The following terms shall have the meaning as specified;

a) Undergraduate Medical Education Board (UMEB) means Ankara Yıldırım Beyazıt University Faculty of Medicine Undergraduate Medical Education Board,

b) Chief coordinator means the faculty member, responsible from the coordination of Undergraduate Medical Education Board,

c) Vice-Chief Coordinator means the faculty member who is vice-chief coordinator,

d) Term Coordinator means the faculty member, responsible from the coordination of courses, practices and examinations, that are going to be conducted each year in the faculty,

e) Vice-Term Coordinator means the faculty member who is vice-term coordinator,

f) Course Board Coordinator means the faculty member responsible from the coordination of courses, practices and examinations, that are going to be conducted each course board in the faculty,

g) Course Board Vice-Coordinator means faculty member who is Course Board Vice Coordinator,

h) Invigilator means a faculty member or a research assistant, determined by UMEB and assigned by the Dean at the beginning of each academic year.

Working Principles of UMEB

Article 5 – (1) According to the Article 4 of Ankara Yıldırım Beyazıt University Faculty of Medicine Education, Training and Examination Directive, UMEB consists of deputy dean in charge of education, chief coordinator, vice-chief coordinator, term coordinators and vice-term coordinators. The dean or a vice dean in charge of education, assigned by the dean, she chairs the board. Coordinators are selected from among the faculty members by the dean at the beginning of each academic year and assigned by the faculty board of directors. Chief coordinator, vice-chief coordinator, term coordinators, vice-term coordinators may be re-assigned at the end of academic year.

(2) The tasks of UMEB are;

1. determining and submitting the academic calender of the following year to dean's office to be discussed by the faculty board until the end of each academic year.

2. ensuring that all the studies regarding the undergraduate education and training, indicated on the academic calender, are conducted regularly and harmoniously.

3. submitting the proposal for a change in the program to the Dean's Office, to be discussed at the Faculty Board, due to compelling cases that may cause disruptions in education and training,

4. evaluating the academic year within one month following the end of the academic year and submitting the results to dean's office.

5. submitting the changes necessary to improve the quality of education as well as the opinions and suggestions about course tools and their infrastructure. to dean's office.

6. submitting the amendments, opinions and suggestions about the regulations and directives to dean's office,

7. submitting other studies requested by the faculty board, faculty board of directors and dean regarding education and training.

(3) The tasks of Chief Coordinator and Vice-Chief Coordinator are;

a) ensuring that UMEB rules and prodecures are being conducted regularly,

b) reviewing the syllabuses proposed by the relevant disciplines/departments and finalized by term coordinators and vice-term coordinators and submitting them to dean's office, to be discussed at the faculty board,

c) ensuring the necessary coordination during the works of the board.

(4) The tasks of Term Coordinator and Vice-Term Coordinator are;

a) determining the number and duration of the courses in each semester and the disciplines/departments, that could participate in course committees, within the framework of National Core Education Programme (NCEP) and in communication with the relevant disciplines/departments,

b) determining the examination dates as well as the day of commencement and due dates of schedules for which they are responsible, at least 3 (three) months before the academic year begins,

c) determining the course board coordinators of the period for which they are responsible,

d) ensuring that the training activities are carried out in accordance with the programs, in cooperation with the relevant faculty members, and informing the Chief Coordinator about the problems, detected,

e) evaluating the questions that have been recorded to AYBU question bank by the relevant faculty member and pre-checked by course board coordinators before publishing,

f) ensuring that the exams are held in accordance with the Faculty of Medicine Education-Training and Examination Directive by organizing examination halls in coordination with student affairs department and determining the duty stations of invigilators,

g) evaluating the success of the training period at the end of the academic year and delivering the results to general coordinatorship for submission to dean's office,

h) conveying the training programme changes to general coordinatorship in her/his own period of responsibility,

i) determining the course board coordinator and course board vice-coordinators from among the faculty members.

(5) The tasks of Course Board Coordinator and Course Board Vice-Coordinator are;

a) cooperating and being in touch with the relevant term coordinator regarding the functioning of the course board.

b) ensuring a pre-press check of the questions that have been recorded to AYBU question bank by the faculty members, on duty in the relevant course board.

c) supervising whether the sample of the question structure, number of questions and question distribution rates, that are going to be notified by the relevant coordinatorship, for the relevant course board examination, are considered or not.

d) ensuring that the questions, that have been recorded to AYBU question bank of the faculty of medicine, are formed as an exam booklet and reproduced properly by the faculty members on duty in the relevant course board and being in the printing office personally during the printing process.

e) ensuring that the relevant course board examination is conducted appropriately,

f) ensuring that the problems that may arise during the exam regarding questions or exam documents are notified to the relevant term coordinator and resolved.

g) receiving all the documents, approved by the exam invigilators and delivering them in a sealed envelope to the relevant term coordinator at the end of the exam.

(6) The tasks of the invigilators are;

a) ensuring that the exam is conducted appropriately,

b) being present at the exam center at least thirty minutes before the commencement time of the exam and not leaving the exam hall, where they are commissioned, during the exam,

c) notifying the Course Board Coordinator and/or the relevant Term Coordinator immediately of any negative factor that disrupts the exam order and taking down statements.

d) Notifying the Course Board Coordinator and/or the relevant Term Coordinator about the problems that may arise during the exam regarding the exam documents and exam questions and taking down statements,

e) Delivering personally the below-mentioned documents completely to course board coordinator at the examination hall;

a) Student attendance sheet and the minute of the exam signed also by invigilators

b. Examination question booklets

c. Examination answer sheets

d. Blank examination booklet and answer sheets

f) If the invigilator has an excuse that prevents her/him from acting as an invigilator on the date determined at the beginning of the academic year and notified to her/him, s/he must immediately notify the Dean's Office of this excuse to be forwarded to the Course Board Coordinator and/or the relevant Term Coordinator.

g) Legal actions shall be taken against the faculty members who do not attend the duty of invigilation without an excuse, in accordance with the provisions of Article 4-14 of "AYBU

Procedures and Principles Regarding the Rules to be followed by the Academic Staff and Students during Exams”, that took effect with the Senate decision dated 21.05.2019 and numbered 2019/20/01.

Effective Date

Article 6- (1) These working principles and prodedures shall take effect on the date of issue.

Execution

Article 7- (1) The provisions of these working principles and procedures shall be executed by the dean of Ankara Yıldırım Beyazıt University Faculty of Medicine.

**REPUBLIC OF TURKEY
ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF MEDICINE**

**WORKING PRINCIPLES AND PROCEDURES OF ASSESSMENT AND EVALUATION
BOARD**

SECTION I

Purpose, Scope and Definitions

Purpose

Article 1- (1) The purpose of the Committee of Assessment and Evaluation is to apply the assessments and evaluations of the programmes of undergraduate, post-graduate and continuing medical education programmes as well as to conduct training and research, giving consultancy about evaluation and assessment.

Scope

Article 2-(1) This directive covers provisions regarding establishment, duty, authority and working principles of Ankara Yıldırım Beyazıt University Faculty of Medicine.

Definitions

Article 3- (1) The following terms shall have the meanings as specified;

- (a) AYBUFM means Ankara Yıldırım Beyazıt University Faculty of Medicine
- (b) Dean means the dean of the Ankara Yıldırım Beyazıt University Faculty of Medicine
- (c) Vice-Dean means the vice-dean of Ankara Yıldırım Beyazıt University faculty of medicine, responsible from educational matters.
- (d) Building coordinator means the coordinator of AYBU Fundamental Health Sciences and Laboratories,
- (e) Board means Assessment and Evaluation Board
- (f) BEC means Board of Educational Coordinators
- (g) Exam Center means the Committee of Assessment and Evaluation,

SECTION II

Establishment and the Working Principles of the Board

Article 4-(1) The Board is established with the proposal of the Dean. The board consists of at least 5 (five) faculty members and/or lecturers. Vice-Dean, responsible from educational matters, and Head of the Department of Medical Education are the members of the board inherently. The board shall appoint a chair, a vice-chair and a secretary from among its members. All the assignments, made for the works and establishment of the board, are fulfilled by the Dean.

(2) At the beginning of each academic year, classes/terms, of which the members are responsible from, are determined. Board members inform the board at the end of the term and after examination committees about the results of the examinations of their own term. The board can invite other relevant experts to join them to work when necessary.

(3) The board can form sub-committees when necessary. All the assignments, for the formation of a sub-committee, are fulfilled upon the proposal of the dean. Sub-committees submit their works, upon which they are assigned, to the chairmanship of the committee for discussion by finalizing it within 30 (thirty) days.

(4) Exam center works under the framework of Assessment and Evaluation Board. Assessment and Evaluation Committee members are also exam center supervisors.

(5) Building coordinator works in cooperation with Exam Center. Determination and preparation of lecture halls for examination are in the responsibility of the building coordinator.

(6) “Course Board-Committee Supervisors”, assigned at beginning of each academic year in Year I, II and III, works in cooperation with Exam Center.

(7) Members of the board supervise the examinations in their term of responsibility technically and informs course board-committee supervisors via the chief coordinator when necessary.

(8) Members of the board supervise the examinations in their term of responsibility technically. By analyzing the questions of the examination statistically, they share the results with the relevant faculty members and submit the results of the examination to Dean’s Office for declaration.

(9) The board members adds the relevant to the question bank after the level of difficulty and the discrimination coefficients of the questions are calculated as a result of the exams held in their term of office.

(10) Informs the board and BEC about the status of the students in relevant semesters upon monitoring them during the academic year.

(11) Questions of the scheduled exams are uploaded to the computer of Assessment and Evaluation Board by course board-committee supervisors not later than two days before the exam and examination booklets are got ready after being printed with the AEC responsible officer after the supervision of assessment and evaluation board and term supervisor.

(12) Examination results of the practical applications are delivered to assessment and evaluation board not later than 3 (three) workdays.

(13) All the examination results are submitted to dean’s office not later than 10 workdays.

(14) At least two personnels are kept ready in the exam center to work for the exam organization and evaluation stages.

Term of Office of the Board Members

Article 5- Board members are selected to serve for a period of 3 (three) years. Appointment to the board is executed upon the proposal of the chairperson and with the approval of the Dean. A member, whose term of office expired, can be re-appointed. The chairperson and the secretary shall not resign on the same day.

Members, not attending meetings 3 (three) times consecutively without an excuse in an academic year, shall lose their membership and a new member shall be assigned with same procedures. Loss of committee membership shall enter into force upon the proposal of the chairperson and with official notification of dean approval to the relevant person.

Roles and Responsibilities

Article 6-Roles and responsibilities of the Committee are as follows:

- (1) Determining the criterias and assessment levels of undergraduate and post-graduate education.
- (2) Determining the criterias and evaluation levels of undergraduate and post-graduate education.
- (3) Making evaluation and assessment practices of undergraduate education (Organizing/assessing/scoring of exams and making statistical analysis, submitting final course board/committee examination results to dean and recording it to student information system)
- (4) Receiving and evaluating student and trainer feedback on undergraduate education practical applications and sharing the results with the relevant boards.
- (5) Providing counseling for assessment and evaluation for post-graduate education and implementing it when necessary.
- (6) Providing counseling for assessment and evaluation of continuing medical education programmes and implementing it when necessary.
- (7) Providing counseling for the assessment and evaluation of educational programmes regarding medical education to be given for the faculty members and implementing it when necessary.
- (8) Providing outside counseling (excluding the faculty) for the assessment and evaluation services.
- (9) Organizing and implementing training programmes regarding assessment and evaluation.
- (10) Conducting researches regarding assessment and evaluation and reporting them.
- (11) Issuing the researches regarding assessment and evaluation.

Working Principles of the Board

Article 7- The board shall convene at least once each month during the academic year and can organize additional meetings when necessary. The board shall take the minutes for each meeting and submit it to Dean's Office. The board shall make a forward-planning for the next academic year at the end of each academic year. The board submits the annual plannings, preparing the mid-year and the annual reports that cover the activities performed throughout the year, to Dean's Office.

SECTION III

Effective Date and Execution

Effective Date

Article 8. This directive shall take effect on the date of issue.

Execution

Article 9. The provisions of this directive shall be executed by the Dean of Ankara Yıldırım Beyazıt University Faculty of Medicine.

ANKARA YILDIRIM BEYAZIT UNIVERSITY FACULTY OF MEDICINE

CLINICAL SKILLS TRAINING BOARD WORKING PRINCIPLES AND PROCEDURES

SECTION I

PURPOSE, SCOPE, BASIS AND DEFINITIONS

Purpose

Article 1- (1) The purpose of Clinical Skills Training Board, considering the educational objectives specified in the National Core Education Programme, is to predispose basic clinical skills for the students of faculty of medicine that medicine, as a profession, requires within the process of a six-year educational period and in the post-graduation medical speciality education process, in accordance with the guidelines for education.

Scope

Article 2. (1) This directive covers the provisions regarding the establishment, duty, authority and rules of procedures of the Clinical Skills Training Board of Ankara Yıldırım Beyazıt University Faculty of Medicine.

Basis

Article 3. (1) This directive is prepared, based on the Ankara Yıldırım Beyazıt University Faculty of Medicine Education, Training and Examination Directive, with the senate decision dated 13.06.2016 and numbered as 2016/18/02.

Definitions

Article 4. The following terms shall have the meanings as specified;

(1) Sub-committee means the committees that will assist on the subjects of internal transfer, accreditation, curriculum arrangement.

(2) Board means Clinical Skills Training Board

(3) CST means Clinical Skills Training

SECTION II

Establishment, Roles and Responsibilities, Working Principles of the Board

Article 5. (1) CST Board is established with the proposal of the coordinatorship of the committee of undergraduate medical education and with the approval of the Dean of Ankara Yıldırım Beyazıt University Faculty of Medicine.

(2) The board consists of at least three members. Board members shall be selected from among faculty members and/or instructors.

(3) All the assignments for the formation and the studies of the board are fulfilled by the Dean.

(4) The board shall appoint a chair, a vice-chair and a secretary from among its members.

(5) The board can call for other relevant experts to join them when necessary.

(6) The board can form sub-committees when necessary. All the assignments, for the formation and studies of a sub-committee, are fulfilled by the dean, upon the proposal of the chairperson.

(7) Sub-committees submit their work, upon which they are assigned, to the coordinatorship for discussion by finalizing it in a given time.

(8) CST Board members are selected to serve for a period of 3 (three) years. Appointment to the board is executed upon the proposal of Undergraduate Medical Education Coordinationship and with the approval of the Dean. A member, whose term of office expired, can be re-appointed.

Roles and Responsibilities

Article 4. (1) CST Board is responsible from the works performed that are in its field of activity. The roles and responsibilities of the board are as follows:

a) Undertaking researches to develop an undergraduate and a postgraduate clinical skills education programme,

b) Creating the programme and determining the content of undergraduate and post-graduate Clinical Skills Training Programmes within the context of objectives of medical education and learning, considering the learning objectives, set out in the National Core Education Programme,

c) Implementing the undergraduate and postgraduate clinical skills training programme

d) Determining and implementing assessment and evaluation methods for Clinical Skills Training Programmes with the relevant committees.

e) Developing programmes considering the feedback results of the students and the instructors, who are assessed by the Assessment Evaluation Board.

f) Giving training and consultancy for the healthcare personnel (Nursery, social services, physical therapy, nurse aide services, other allied health personnel) of AYBU in the area of clinical skills.

- g) Giving consultancy and arranging educational programmes for the outside units except AYBU regarding clinical skills when necessary.
- h) Raising trainers for the purpose of taking part in Clinical Skills Training and arranging “training of the trainer“ programmes.
- i) Researching and publishing in the field of Clinical Skills.
- j) Exchanging opinions, regarding the clinical skills educations in the university and in other training research hospitals, in cooperation with the experts working on Clinical Skills Training in universities.

Working Principles of the Board

Article 5. (1) Board of CST shall convene at least six times during the academic year. Minutes of a meeting shall be prepared for each meeting and submitted to dean’s office.

(2) CST Board make a forward-planning for the next academic year at the end of each academic year. The board submits the annual plannings, preparing the mid-year and the annual reports that cover the activities performed throughout the year, both to dean’s office and to the Undergraduate Medical Education Coordinatorship.

SECTION III

Enforcement and Execution

Effective Date

Article 6. This directive shall take effect on the date of issue.

Execution

Article 7. This provisions of this directive shall be executed by the Dean of Ankara Yıldırım Beyazıt University Faculty of Medicine.

ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF MEDICINE

2021-2022 ACADEMIC YEAR

**ACADEMIC CALENDER AND BOARDS OF
EDUCATION**

**ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF MEDICINE
ACADEMIC CALENDER FOR THE 2021-2022 ACADEMIC YEAR**

	1 st SEMESTER - FALL TERM			2 nd SEMESTER - SPRING TERM		
	Start Date	End Date	Work Days	Start Date	End Date	Work Days
YEAR I	27 th September 2021	20 th January 2022	80	7 th February 2022	13 rd July 2022	70
YEAR II	20 th September 2021	21 st January 2022	87	7 th February 2022	15 th July 2022	72
YEAR III	13 rd September 2021	18 th January 2022	93	7 th February 2022	16 th July 2022	73
YEAR IV	13 rd September 2021	18 th January 2022	90	31 st January 2022	14 th July 2022	90
YEAR V	13 rd September 2021	11 st January 2022	90	24 th January 2022	31 st May 2022	90
YEAR VI	01 st July 2021				30 th July 2022	

PUBLIC HOLIDAYS AND OBSERVANCES

29 TH SEPTEMBER 2021 THURSDAY	Republic Day
01 ST JANUARY 2022 FRIDAY	New Year's Day
23 RD APRIL 2022 FRIDAY	National Sovereignty and Children's Day
01 ST MAY 2022 SATURDAY	Labor and Solidarity Day
13 RD -15 TH MAY 2022	Ramadan Fest
19 TH MAY 2022 THURSDAY	Commemoration of Atatürk Youth and Sports Day
15 TH JULY 2022 THURSDAY	Democracy and National Unity Day
20 TH -23 RD JULY 2022	Feast of Sacrifice

EXTRACURRICULAR DAYS

28 TH OCTOBER 2021 WEDNESDAY	The day before the Republic
14 TH MARCH 2022 MONDAY	Medicine Day
12 ND MAY 2022 THURSDAY	The day before the Ramadan Fest
19 TH JULY 2022 TUESDAY	The day before the Feast of Sacrifice

ANKARA YILDIRIM BEYAZIT UNIVERSITY FACULTY OF MEDICINE
2021-2022 ACADEMIC YEAR
UNDERGRADUATE EDUCATION BOARD OF COORDINATORS

Chief Coordinator	Prof. Dr. Aslı Fahriye Ceylan
Vice Chief-Coordinator	Prof. Dr. Nilgün Altuntaş
	Prof. Dr. Saliha Şenel
Year I Coordinator	Assoc.Prof.Dr. Gülay Güleç Ceylan
Vice Coordinator	Assist.Prof.Dr. Ahmet Ceylan
Vice Coordinator	Assist.Prof.Dr. Merve E. Tunçay
Year II Coordinator	Assoc.Prof.Dr. Leyla Aydın
Vice Coordinator	Assist.Prof.Dr. Bahar Kartal
Vice Coordinator	Res. Asst. Sinem Akkaşoğlu
Year III Coordinator	Prof. Dr. Berrak Gümüşkaya Öcal
Vice Coordinator	Assoc.Prof.Dr. Şefika Burçak Polat
Vice Coordinator	Assist.Prof.Dr. Ayşenur Çam
Year IV Coordinator	Assoc.Prof.Dr. Sare Gülfem Özlü
Vice Coordinator	Assist.Prof.Dr. Salih Başer
Year V Coordinator	Assoc.Prof.Dr. Semih Başkan
Vice Coordinator	Assoc.Prof.Dr. Berat Meryem Alkan
Vice Coordinator	Assoc.Prof.Dr. Kazım Bozdemir
Year VI Coordinator	Prof. Dr. Şebnem Karakan
Vice Coordinator	Assoc.Prof.Dr. Gülhan Kurtoğlu Çelik
Vice Coordinator	Assoc.Prof.Dr. Ahmet Keskin

**ANKARA YILDIRIM BEYAZIT UNIVERSITY FACULTY OF MEDICINE
2021-2022 ACADEMIC YEAR COMMITTEE BOARDS**

**YEAR I - COURSE BOARD-COMMITTEE REPRESENTATIVES OF
THE ACADEMIC YEAR 2021-2022**

COMMITTEES	NAME-SURNAME	DEPARTMENT	DIVISION
COMMITTEE I INTRODUCTION TO CELL AND METABOLISM	Dr. Ender ŞİMŞEK	BASIC MEDICAL SCIENCES	MEDICAL BIOLOGY
	Dr. Mesut AKYOL	BASIC MEDICAL SCIENCES	BIOSTATISTICS
COMMITTEE II GENETICS AND ENERGY METABOLISM	Dr. Emin Emre Kurt	INTERNAL MEDICAL SCIENCES	MEDICAL GENETICS
	Dr. Selcen YÜKSEL	BASIC MEDICAL SCIENCES	MEDICAL BIOSTATISTICS
COMMITTEE III EMBRYOLOGY AND PROTEIN METABOLISM, INTRODUCTION TO ANATOMY AND MICROBIOLOGY	Dr. Bahar Kartal	BASIC MEDICAL SCIENCES	HISTOLOGY AND EMBRYOLOGY
	Dr. Salim NEŞELİOĞLU	BASIC MEDICAL SCIENCES	MEDICAL BIOCHEMISTRY
COMMITTEE IV INTRODUCTION TO TISSUE	Dr. Enes GÖKLER	INTERNAL MEDICAL SCIENCES	PUBLIC HEALTH
	Dr. Hilal GÖKTÜRK	BASIC MEDICAL SCIENCES	HISTOLOGY AND EMBRYOLOGY

**YEAR II - COURSE BOARD-COMMITTEE REPRESENTATIVES OF
THE ACADEMIC YEAR 2021-2022**

COMMITTEES	NAME-SURNAME	DEPARTMENT	DIVISION
COMMITTEE I MOTION, BLOOD TISSUE AND IMMUNOLOGY	Dr. Cem BOZKURT	BASIC MEDICAL SCIENCES	ANATOMY
	Dr. B. İpek TORUN	BASIC MEDICAL SCIENCES	ANATOMY
COMMITTEE II RESPIRATORY AND CIRCULATORY SYSTEM	Dr. Salim NEŞELİOĞLU	BASIC MEDICAL SCIENCES	MEDICAL BIOCHEMISTRY
	Dr. Gülsüm AKDENİZ	BASIC MEDICAL SCIENCES	BIOPHYSICS
COMMITTEE III GASTROINTESTINAL SYSTEM AND BACTERIOLOGY	Dr. A. Esin AKTAŞ	BASIC MEDICAL SCIENCES	MEDICAL MICROBIOLOGY
	Dr. Cemile Biçer	BASIC MEDICAL SCIENCES	MEDICAL BIOCHEMISTRY
COMMITTEE IV ENDOCRIN AND GENITOURINARY SYSTEM	Dr. Kadir Desticioğlu	BASIC MEDICAL SCIENCES	ANATOMY
	Dr. Merve TUNÇAY	BASIC MEDICAL SCIENCES	MEDICAL BIOCHEMISTRY
COMMITTEE V NERVOUS SYSTEM AND MYCOLOGY	Dr. Ceylan BAL	BASIC MEDICAL SCIENCES	MEDICAL BIOCHEMISTRY
	Dr. Ayça BİLGİNOĞLU	SURGICAL MEDICAL SCIENCES	BIOPHYSICS
COMMITTEE VI INTRODUCTION TO CLINICAL SCINCES, SENSE ORGANS AND PARASITOLOGY	Dr. Hayriye T. DOĞAN	SURGICAL MEDICAL SCIENCES	MEDICAL PATHOLOGY
	Dr. Ayşenur ÇAM	INTERNAL MEDICAL SCIENCES	MEDICAL PHARMACOLOGY

**YEAR III - COURSE BOARD-COMMITTEE REPRESENTATIVES OF
THE ACADEMIC YEAR 2021-2022**

COMMITTEES	NAME-SURNAME	DEPARTMENT	DIVISION
COMMITTEE I INFECTIOUS DISEASES AND INTRODUCTION TO CLINICAL SCIENCES	Dr. Fatma ESER	INTERNAL MEDICAL SCIENCES	Infectious Diseases and Clinical Microbiology
	Dr. Nuran SÜNGÜ	SURGICAL MEDICAL SCIENCES	Pathology
COMMITTEE II HEMATOPOIETIC SYSTEM AND BASIC ONCOLOGY	Dr. Tuba D. ÜNAL	SURGICAL MEDICAL SCIENCES	Medical Patology
	Dr. Emin Emre KURT	INTERNAL MEDICAL SCIENCES	Medical Genetics
COMMITTEE III RESPIRATORY AND CIRCULATORY SYSTEM	Dr. Emine ARGÜDER	INTERNAL MEDICAL SCIENCES	Chest Diseases
	Dr. Ayşenur ÇAM	INTERNAL MEDICAL SCIENCES	Medical Pharmacology
COMMITTEE IV GASTROINTESTINAL SYSTEM AND FAMILY MEDICINE	Dr. Ebru AKIN	INTERNAL MEDICAL SCIENCES	Internal Medicine
	Dr. Furkan DAĞCIOĞLU	INTERNAL MEDICAL SCIENCES	Family Medicine
COMMITTEE V ENDOCRINOLOGY, URINARY SYSTEM AND REPRODUCTIVE SYSTEM	Dr. Raziye Desticioğlu	SURGICAL MEDICAL SCIENCES	Gynecology and Obstetrics
	Dr Berna Ögmen	INTERNAL MEDICAL SCIENCES	Internal Medicine
COMMITTEE VI INTRODUCTION TO NEUROLOGY, PSYCHIATRY AND PUBLIC MEDICINE-1	Dr. Görkem Karakış Uğurlu	INTERNAL MEDICAL SCIENCES	Pshyhiatry
	Dr. M. İlker YÖN	INTERNAL MEDICAL SCIENCES	Neurology

COMMITTEE VII SKIN, MUSCO-SKELETAL SYSTEM AND PUBLIC HEALTH-2	Dr. Egemen ÜNAL	INTERNAL MEDICAL SCIENCES	Public Health
	Dr. Müyesser Aras	INTERNAL MEDICAL SCIENCES	Physical Medicine and Rehabilitation

YEAR IV - INTERNSHIP PERIOD REPRESENTATIVES

INTERNAL MEDICINE	ASSOC.PROF.DR. HÜSNİYE BAŞER ASSOC.PROF.DR. ABBAS ALİ TAM
OCCUPATIONAL HEALTH AND SAFETY	ASSOC.PROF.DR. İ. HALİL KARA
PEDIATRICS	PROF. DR. ÇİĞDEM SEHER KASAPKARA PROF. DR. GÜZİNCİNEL
GENERAL SUGERY	ASSIST.PROF.DR. MUSTAFA DÖNMEZ
GYNECOLOGY AND OBSTETRICS	ASSIST.PROF.DR. BATUHAN TURGAY
CHEST DISEASES	ASSOC.PROF.DR. HATİCE KILIÇ
CARDIOLOGY	ASSOC.PROF.DR. HACI AHMET KASAPKARA ASSIST.PROF.DR. SERDAL BAŞTUĞ

YEAR V - INTERNSHIP PERIOD REPRESENTATIVES

EMERGENCY MEDICINE AND FORENSIC MEDICINE	ASSIST.PROF.DR. ÇAĞDAŞ YILDIRIM
ANESTHESIOLOGY AND REANIMATION	PROF. DR. HANDAN GÜLEÇ
BIOSTATISTICS	ASSOC.PROF.DR. SELCEN YÜKSEL
PEDIATRIC SURGERY	ASSIST.PROF.DR. DOĞUŞ ÇALIŞKAN
CHILD AND ADOLESCENT PSYCHIATRY	ASSOC.PROF.DR. SELMA TURAL HESAPÇIOĞLU
DERMATOLOGY	ASSOC.PROF.DR. AHMET METİN

INFECTIOUS DISEASES AND CLINICAL MICROBIOLOGY	ASSIST.PROF.DR. AYŞE KAYAKALEM
PHYSICAL MEDICINE AND REHABILITATION	PROF. DR. MERYEM ALKAN
THORACIC SURGERY	ASSOC.PROF.DR. İLKNUR AYTEKİN ÇELİK
EYE DISEASES	ASSOC.PROF.DR. SEMA YÜZBAŞIOĞLU ASSOC.PROF.DR. NİLÜFER YEŞİLIRMAK
CARDIOVASCULAR SURGERY	ASSIST.PROF.DR. FETHİ SAĞLAM
CLINICAL BIOCHEMISTRY	PROF. DR. CEMİLE BİÇER
CLINICAL PHARMACOLOGY	ASSOC.PROF.DR. HALİL KARA
OTORHINOLARYNGOLOGY	ASSOC.PROF.DR. KAZIM BOZDEMİR
NEUROLOGY	ASSOC.PROF. GÖNÜL VURAL
BRAIN AND NERVE SURGERY	ASSIST.PROF.DR. HARUN DEMİRCİ
NUCLEAR MEDICINE	ASSOC.PROF.DR. NİLÜFER YILDIRIM
ORTHOPEDICS AND TRAUMATOLOGY	ASSOC.PROF.DR. MUSTAFA AKKAYA
PLASTIC, RECONSTRUCTIVE AND AESTHETIC SURGERY	PROF. DR. MUSTAFA EROL DEMİRSEREN
RADIATION ONCOLOGY NUCLEAR MEDICINE	ASSIST.PROF.DR. H. FURKAN ÖZTÜRK
RADIOLOGY	ASSOC.PROF.DR. SEÇİL EKŞİOĞLU
PSYCHIATRY	PROF. DR. GÖRKEM KARAKAŞ UĞURLU
MEDICAL GENETICS	PROF. DR. NUR SEMERCİ GÜNDÜZ
UROLOGY	ASSIST.PROF.DR. MUSAB ALİ KUTLUHAN

ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF MEDICINE ACADEMIC CALENDER FOR THE ACADEMIC YEAR 2021-2022

PHASE III - 91+65 WORK DAYS		
	Course registrations and payment of the first installment of the tuition fees	
	(For international students and for those students who are not able to graduate within the educational period as foreseen)	
05 Sep. 2021	Commencement of the first semester	
12 Feb. 2022	End of the first semester	
13 Feb 2022	28 Feb 2022	Semester holiday
1 Mar. 2022	Commencement of the second semester	
	Course registrations and payment of the second installment of the tuition fees	
	(For international students and for those students who are not able to graduate within the educational period as foreseen)	
08 June 2022	End of the second semester	
EXAMINATIONS		
30 October 2021	Committee I	
04 December 2021	Committee II	
08 January 2022	Committee III	
10 February 2022	Committee IV	
09 April 2022	Committee V	
07 May 2022	Committee VI	
16 July 2022	Committee VII	
14 July 2022	Final exam	
4 August 2022	Resit exam	
PHASE IV- 90+90 WORK DAYS		
	Course registrations and payment of the first installment of the tuition fees	

05 Oct. 2021	Commencement of the internships of the first semester		
11 Feb. 2022	End of the internships for the first semester		
12 Feb. 2022	14 Feb. 2022	Semester holiday	
15 February 2022	Commencement of the internships of the second semester		
	Course registrations and payment of the second installment of the tuition fees		
29 July 2022	End of the internships for the second semester		
12 July 2022	06 August 2022	Resit exams	
DATES OF THE RESIT EXAMINATIONS			
	12 July 2022		Chest Diseases
	14 July 2022		Cardiology
	26 July 2022	27 July 2022	Gynecology and Obstetrics
	29 July 2022	30 July 2022	General Surgery
	02 August 2022	03 August 2022	Pediatrics
	05 August 2022	06 August 2022	Internal Diseases
PHASE V- 90+90 WORK DAYS			
	Course registrations and payment of the first installment of the tuition fees		
05 October 2021	Commencement of the internships of the first semester		
04 Feb. 2022	End of the internships for the first semester		
05 Feb. 2022	06 Feb. 2022	Semester holiday	
07 Feb. 2022	Commencement of the internships for the second semester		
	Course registrations and payment of the second installment of the tuition fees		
14 July 2022	End of the internships for the second semester		
15 July 2022	30 July 2022	Resit Examinations	
DATES OF THE RESIT EXAMINATIONS			
	09.30	13.30	
15 July 2022	Anesthesiology and Reanimation		Plastic and Reconstructive Surgery
16 July 2022	Neurosurgery		Radiation Oncology

17 July 2022	Dermatology	Cardiovascular Surgery
18 July 2022	Physical Medicine and Rehabilitation	Thoracic Surgery
21 July 2022	Orthopedics and Traumatology	Clinical Biochemistry
22 July 2022	Nuclear Medicine	Child and Adolescent Psychiatry
23 July 2022	Infectious Diseases	Biostatistics
24 July 2022	Radiology	Eye Diseases
25 July 2022	Emergency Medicine	Urology
28 July 2022	Psychiatry	Genetics
29 July 2022	Otorhinolaryngology	Clinical Pharmacology
30 July 2022	Neurology	Pediatric Surgery
1 June 2022	Intern Medical Student Orientation Program	