

**Unit Name\* and Abbreviation:** Academic Program Guide Committee – APG Committee

\*Coordinatorship / Board / Committee / Working Group

**Position within the Institutional Strategic Plan:**

1. Target Indicators (see \*Annex. X) ; \*To be added by the Medical Education Secretariat.

**Authority and Duties:**

1. Design of Academic Program Guides
2. Coordination and monitoring of the preparation process of Academic Program Guides
3. Finalization of Academic Program Guides in print-ready format
4. Execution of the necessary procedures for the printing of Academic Program Guides
5. Distribution of Academic Program Guides to the relevant parties

**Position within the Educational Organizational Chart(see \*Annex Y) and Other Primarily Related Units:**

\*Annex Y shall be added by the Medical Education Secretariat.

1. Upward Vertical Relationship
  - a. Chief Coordinatorship and the PDC
2. Lateral Relationship
  - a. Phase Coordination Offices, ICP Coordination Office, PBL Coordination Office, Elective Courses Coordination Office, Academic Departments, Faculty Secretariat, Curriculum Committee, Assessment and Evaluation Committee.
3. Downward Vertical Relationship
  - a. Medical Education Secretariat, Student Affairs Office, Dean's Office Administrative Affairs

**Unit Structure and Role Descriptions:**

1. Chair of the APG Committee
2. Members of the APG Committee

**Appointment of Appointees and Terms of Office:**

The Dean's Office appoints the Chair and members of the Committee for a term of one year. The Chair of the Committee is selected from among the Deputy Chief Coordinators, and the Chief Coordinator's opinion is obtained during the appointment process. The Chief Coordinator, Term Coordinators, ICP Coordinator, PBL Coordinator, Elective Courses Coordinator, Chair of the Curriculum Committee, and Chair of the Assessment and Evaluation Committee are ex officio members of the Committee.

**Unit Meeting / Interaction Formats and Procedures:**

1. Regular meetings
  - a. Meetings related to design (at least once a year)

- b. Meetings related to implementation (at least once a year)
  - Meetings related to design and implementation may be held separately or jointly.
- 2. Information sharing and solicitation of opinions by email
  - a. Reminding APG Committee members of the APG preparation process; sharing common texts, lists, dates, etc. to be included in APGs; or sharing program-specific revisions, improvements, and corrections for each Term APG
- 3. Notification of meeting announcements and meeting decisions to APG Committee members
- 4. Extraordinary meetings (when necessary)
- 5. Official correspondence through the Dean's Office, Announcement of decisions received from the Dean's Office.

***Decision-Making Procedures\****

*\*...in accordance with the relevant regulation... (voting, agenda, quorum, participation, minutes); the relevant article of the regulation shall be added by the Medical Education Secretariat.*

***Unit Cyclical Activities and Frequencies:***

1. Evaluation of the previous year's APGs (once a year) and decision-making regarding necessary revisions
2. Evaluation and resolution of requested revisions and additions to be included in the APG submitted by boards and committees
3. Notification of the APG preparation process to Term Coordinatorships
4. Comparative pre-print review of APGs submitted by Term Coordinatorships
5. Execution of graphic layout arrangements prior to printing
6. Initiation of pre-print procurement procedures through communication with the design office
7. Review of mock-ups received from the printing house prior to printing
8. Ensuring the distribution of printed APGs to faculty members, students, external training institutions, and administrative units
9. Preservation of surplus APGs by the Medical Education Secretariat for future use
10. Ensuring that prepared APGs are published and kept up to date on the Faculty website

***Tools (standards, forms, master decision lists, other documents, etc.):***

1. Operational standards

APGs shall be finalized in print-ready format so as to be announced on the website before the beginning of each academic year.

Due to lateral transfers, preparatory class progression, and other operational processes, any content that cannot be finalized shall be completed and sent for printing within 15 days of the start of the academic year.

***\*Correspondence and Archiving:***

\* ...in accordance with the relevant regulation...; the relevant article of the regulation shall be added by the Medical Education Secretariat.