

DIRECTIVE ON THE FREE ELECTIVE COURSE COORDINATIONSHP FACULTY OF MEDICINE, YEDITEPE UNIVERSITY

Part One Purpose, Scope, Legal Basis, and Definitions

- **Article 1 – Purpose:**

The purpose of this Directive is to regulate the procedures and principles regarding the planning, implementation, evaluation, and quality assurance processes of free elective courses conducted within the undergraduate medical education program of the Yeditepe University Faculty of Medicine.

The free elective program is structured to enhance students' personal development beyond the core medical curriculum, to promote professional depth, and to strengthen interdisciplinary perspectives.

- **Article 2 – Scope:**

This Directive covers free elective courses taken by Term I, II, and III students, the duties and responsibilities of the Free Elective Course Coordination Office, and feedback processes obtained from faculty members, instructors, and students.

- **Article 3 – Legal Basis:**

This Directive has been prepared in accordance with the provisions of Law No. 2547 on Higher Education, Yeditepe University Associate Degree and Undergraduate Education, Training, and Examination Regulations, and Yeditepe University Faculty of Medicine Education and Training Regulations.

- **Article 4 – Definitions:**

For the purposes of this Directive, the Free Elective Committee, the Coordination Office, the Instructor Team, and other relevant units shall refer to the duties and roles defined within the educational organizational structure of the Faculty of Medicine.

Part Two: Structure and Duties of the Coordination Office

- **Article 5 – Principles of Operation:**

The Free Elective Committee functions as a sub-working body of the upper board responsible for taking principled decisions regarding the development of undergraduate medical education, postgraduate medical education, and continuing professional development programs at the Yeditepe University Faculty of Medicine, ensuring the implementation of such decisions, and evaluating their outcomes. The Committee monitors and regulates the processes related to the planning, implementation, and evaluation of elective courses offered with the aim of fostering the personal development required for professional medical life, enriching course content to provide professional depth, and enabling students to develop interdisciplinary perspectives.

- **Article 6 – Structure of the Coordination Office:**

Activities related to the implementation of Free Elective courses shall be carried out by the Free Elective Course Coordination Office. The Coordinator and Assistant Coordinator(s) shall be appointed by the Dean's Office for a term of one (1) year. The Coordinator shall be a faculty member responsible for the overall coordination of the program, while the Assistant Coordinator(s) shall be faculty members assigned to support the Coordinator in the execution of these duties.

- **Article 7 – Instructor Team:**

The instructor team shall consist of faculty members who are competent in their respective fields and qualified to deliver courses, including both full-time academic staff and hourly paid instructors, who are employed at the Faculty of Medicine or other faculties of the University.

- **Article 8 – Relations with Relevant Units:**

Position within the Educational Organization Structure and Main Related Units:

- i. Vertical Relationship (Upward):

Chief Coordination Office, Council of Coordinators

- ii. Horizontal Relationship:

- I. Term I, II, and III Coordination Offices
 - II. Program Evaluation Committee (PEC)
 - III. Horizontal Transfer Committee

- iii. Vertical Relationship (Downward):

- I. Course Coordinators
 - II. Faculty members and instructors responsible for delivering the courses
 - III. Student Affairs Unit

Part Three: Duties of the Committee

- **Article 9 – Duties of the Free Elective Committee:**

The Free Elective Committee shall be responsible for the planning, implementation, evaluation, and continuous improvement of all academic and administrative processes related to free elective courses of the Faculty of Medicine. Within this scope, the duties of the Committee shall include the following:

- i. To prepare the academic calendar for Free Elective courses and submit it for approval to the Chief Coordination Office and the Dean's Office.
- ii. To ensure that accurate and up-to-date information regarding elective courses is included in the Academic Program Booklets (APBs).
- iii. To determine the pool of Free Elective courses to be offered, update course contents, and make the necessary revisions.
- iv. To organize orientation meetings for instructors and provide information regarding the processes related to elective courses.
- v. To ensure the assignment of faculty members who will offer elective courses and to forward the relevant decisions to upper administrative units.
- vi. To organize orientation meetings for students and provide information on course selection, course implementation, and assessment processes.
- vii. To prepare and update online registration, preference, and assessment forms for elective courses.
- viii. To distribute surveys to students via Google Forms and/or Google Sheets, collect feedback, and systematically evaluate the results.
- ix. To create class distributions by taking into account student preferences and course quotas, and to notify the relevant units of the finalized lists.
- x. To manage students' course selection processes and to provide academic advising support when necessary.
- xi. To request classrooms, teaching spaces, and other venue requirements from the planning unit, to monitor such requests, and to ensure that courses are delivered in appropriate environments.
- xii. To coordinate the effective and high-quality delivery of courses, to monitor the processes, and to provide the necessary academic and technical support.
- xiii. To regularly collect student feedback, analyze the data, and reflect the outcomes in course development processes.
- xiv. To obtain and evaluate instructor feedback and to communicate necessary improvement recommendations to the relevant units.
- xv. To prepare the End-of-Year Elective Courses Evaluation Report and share it with the Chief Coordination Office.
- xvi. To oversee the review of course equivalencies and carry out adaptation procedures for students evaluated by the Horizontal Transfer Committee.
- xvii. To regularly monitor the academic status of students who have failed an elective course or who are taking courses from previous terms.

Part Four Meeting and Working Principles

- **Article 10 – Meetings:**
 - i. The Free Elective Course Coordinator and Assistant Coordinator(s) shall hold meetings at least twice a year, including before the start of the academic year, during the fall semester, during the spring semester, and at the end of the academic year. Decisions taken and task allocations made during these meetings shall be recorded in written minutes.
 - ii. When deemed necessary, exchanges of views and coordination may be carried out via e-mail, telephone, or WhatsApp.
 - iii. Before the commencement of courses in the spring semester, an Elective Courses Instructor Orientation Meeting shall be held for faculty members and instructors who will deliver courses, with the participation of the Chief Coordinator.
 - iv. Prior to the beginning of the academic year, an Elective Courses Student Information Meeting, covering Term I, II, and III students and conducted either online or face-to-face, shall be organized, during which instructors present course introductions. At this meeting, the courses to be offered in that academic year and the responsible instructors shall be introduced to students.
 - v. When required, meetings may be held with instructors, faculty members, or students; communication may also be maintained via e-mail or telephone.
- **Article 11 – Orientation and Information:**

Prior to the beginning of the academic year, information and orientation meetings shall be organized for students and instructors.

Part Five: Confidentiality, Archiving, and Entry into Force

- **Article 12 – Confidentiality and Ethics:**

Student and instructor data, as well as assessment and evaluation results, shall be managed in accordance with the principles of confidentiality. All stakeholders shall act in compliance with ethical rules and principles.

- **Article 13 – Correspondence and Archiving:**

All official correspondence shall be conducted by the Coordination Office. Examination documents, attendance records, and other relevant documents shall be submitted by the Coordinator to the Student Affairs Unit, and all documents shall be archived therein. End-of-year reports shall be forwarded to the Dean's Office through the Chief Coordination Office for evaluation by the Program Evaluation Committee (PEC) and the Council of Coordinators.

- **Article 14 – Entry into Force and Amendments:**

These principles and procedures shall enter into force upon approval by the Faculty Board. When deemed necessary, they may be amended upon the proposal of the Coordination Office and with the approval of the Chief Coordination Office.