

# **DIRECTIVE ON THE OPERATION OF THE PRECLINICAL-TERM COORDINATIONSHIP, FACULTY OF MEDICINE, YEDITEPE UNIVERSITY**

## **1. PURPOSE AND SCOPE**

1.1. This Directive has been prepared to regulate the duties, authorities, and responsibilities of the Term I, II, and III Coordination Offices of the Faculty of Medicine; the rules governing the operation of committees; the organization of examination processes; the principles for the preparation of the Academic Program Booklet (APB); and the administrative procedures related to the education and training process.

1.2. This Directive covers theoretical courses, practical applications, academic planning, assessment and evaluation, and student-related administrative procedures carried out within the scope of the education and training activities of Terms I, II, and III of the Faculty of Medicine.

## **2. DEFINITIONS**

For the purpose of this Directive, the following terms shall bear the following meanings:

APB: The Academic Program Booklet,

- EMS: The Education Management System,

- A7: The grade entry and archiving system.

- PBL Problem-Based Learning,

- Committee: The educational modules of Terms I, II, and III.

## **3. STRUCTURE AND DUTIES OF THE COORDINATION OFFICE**

3.1. The Term Coordinator and Assistant Coordinator(s) shall be appointed by the Dean's Office at the beginning of each academic year.

3.2. The Coordination Office shall convene at least twice a month throughout the academic year. All meetings shall be recorded in written minutes and archived.

3.3. The Coordination Office shall be responsible for the regular and orderly conduct of committee processes, communication with departments, and the coordination of administrative and academic operations.

3.4. The Coordination Office shall represent its respective term in all boards and committee meetings.

## **4. ACADEMIC PLANNING**

4.1. A work schedule shall be prepared for the Academic Program Booklet (APB) preparation process, and official correspondence shall be conducted with the relevant departments.

4.2. Necessary revisions shall be made in line with decisions taken by the Curriculum Committee and the Assessment and Evaluation Committee.

4.3. The needs for classrooms, laboratories, technical equipment, and program requirements for the subsequent academic year shall be identified and reported in writing to the Chief Coordination Office.

4.4. Course and examination schedules shall be requested from the Free Elective Courses Coordination Office and the Introduction to Clinical Practice Coordination Office.

4.5. Planning correspondence shall be conducted for Rectorate-wide common courses (such as Atatürk's Principles and History of Turkish Revolution, Turkish Language, etc.).

4.6. Standardization of APB formats among Terms I, II, and III shall be ensured in terms of language and layout.

4.7. Requests for the assignment of faculty members from outside the University shall be submitted to the Dean's Office.

4.8. Orientation shall be provided to newly appointed faculty members regarding the educational structure, examination system, and academic calendar.

4.9. The assignment of examination invigilators shall be carried out by the Dean's Office at the beginning of the academic year.

## **5. ANNOUNCEMENTS, COMMUNICATION, AND ORIENTATION**

5.1. The Academic Program Booklet (APB), approved by the Chief Coordination Office, shall be announced on the Faculty website prior to the beginning of the academic year.

5.2. A "Term Orientation" session shall be organized for students at the beginning of the term, and a "Committee Introduction Session" shall be held prior to each committee.

5.3. Problem-Based Learning (PBL) session schedules and practical group lists shall be announced.

5.4. Official announcements shall be made via Google Classroom.

5.5. Lists of academic advisors shall be announced at the beginning of the term.

5.6. Examination results shall first be announced through the Education Management System (EMS); following completion of the objection process, results shall be entered into the A7 system.

## **6. STUDENT AFFAIRS PROCEDURES**

6.1. Student petitions, excuses, and medical reports shall be reviewed by the Coordination Office and, when necessary, submitted to the Faculty Administrative Board.

6.2. Attendance for theoretical and practical courses shall be monitored, and students exceeding the absenteeism limit shall be notified.

6.3. Periodic meetings shall be held with student representatives to receive feedback regarding the education program.

## **7. DUTIES OF THE TERM COORDINATOR**

7.1. The Term Coordinator shall appoint committee assistant coordinators and assign their duties.

7.2. All official correspondence related to the term shall be conducted by the Term Coordinator.

7.3. Requests for the assignment of examination invigilators shall be submitted to the Dean's Office at the beginning of the academic year.

7.4. The Term Coordinator shall monitor committee processes, identify any problems or disruptions, and ensure their resolution.

7.5. All checks of examination results shall be completed, and statistical analyses, item analyses, and reports shall be submitted to the Chief Coordination Office and the Dean's Office.

7.6. Following approval by the Dean's Office, the Term Coordinator shall ensure the announcement of results via the EMS and shall enter the results into the A7 system upon completion of the objection process.

7.7. The Term Coordinator shall request the preparation of end-of-committee reports and all documents required for audits conducted by the Council of Higher Education (YÖK).

7.8. Reports shall be prepared for the year-end Final and Make-up Examination processes.

7.9. A draft program for the subsequent academic year shall be prepared and submitted to the Chief Coordination Office.

7.10 The Term Coordinator shall monitor students' attendance and academic performance and, when necessary, inform the student's academic advisor.

## **8. DUTIES OF THE COMMITTEE RESPONSIBLE COORDINATOR**

8.1. Prior to the commencement of the committee, the weekly program and schedule shall be announced.

8.2. In the event of changes to the course schedule, a "Course Change Form" shall be completed and archived.

8.3. Introductory, mid-term, and concluding meetings shall be held with Committee Members during the committee period.

8.4. Classrooms and technical equipment shall be checked, and any deficiencies or malfunctions shall be reported to the building supervisor.

8.5. Attendance lists shall be obtained from relevant sources; students who are not eligible to sit for examinations shall be reported to the Coordination Office at least one week in advance.

8.7. For the committee under responsibility, examination announcements shall be made, and examination preparation, administration, and evaluation processes shall be carried out.

8.8. An end-of-committee report shall be prepared.

## **9. EXAMINATION ADMINISTRATION AND EVALUATION**

### **9.1. Examination Preparation**

- Examination questions shall be requested via the Education Management System (EMS) at the midpoint of the committee.
- A question review meeting shall be held, and minutes confirming that the questions are error-free shall be prepared.
- Examination booklets and answer keys shall be prepared.
- Examination documents shall be printed, sealed in envelopes, and submitted to the Dean's Office safe.

### **9.2. Examination Day**

- Examination hall arrangements and invigilators shall be checked.
- Examinations shall be conducted in accordance with the Faculty Examination Regulations.

### **9.3. Post-Examination Procedures**

- An examination evaluation session shall be held.
- Optical reading shall be performed, and A-B booklet matching shall be verified.
- Objections to examination questions shall be forwarded to the relevant Department.
- Examination results shall be announced within seven (7) working days.

## **10. ARCHIVING**

Committee reports, examination documents, attendance records, minutes, and official correspondence shall be archived by the Coordination Office in accordance with the legally prescribed retention periods.

## **11. ENTRY INTO FORCE**

This Directive shall enter into force on the date it is approved by the Faculty Administrative Board, and its provisions shall be executed by the Dean of the Faculty of Medicine.