

**PRINCIPLES AND PROCEDURES OF THE NATIONAL CORE EDUCATION PROGRAM (NCEP)
ALIGNMENT COMMITTEE (NCEP-AC) / FACULTY OF MEDICINE, YEDITEPE UNIVERSITY**

1. Unit Name and Abbreviation:

National Core Education Program Alignment Committee (NCEP-AC)

2. Position within the Institutional Strategic Plan:

- The Committee operates in line with the continuous improvement of target indicators included in the institutional strategic plan, particularly those related to the educational environment and educational competencies.

3. Authority and Scope of Duties

1. To conduct alignment activities between the Pregraduate Medical Education Program (PMEP) and the National Core Education Program (NCEP).
2. To develop and update NCEP alignment processes.
3. To regularly evaluate and report the alignment of the Faculty's education program with the current NCEP.
4. To ensure the implementation and monitoring of improvements recommended within the scope of the current NCEP.
5. To contribute to the development of the NCEP software system.

4. Position within the Educational Organization Structure and Related Units:

- **Vertical Relationship (Upward):** Dean's Office, Program Development Committee, Curriculum Committee, and Assessment and Evaluation Committee
- **Horizontal Relationship:** Departmental Education Officers, Council of Coordinators, Student Representatives
- **Vertical Relationship (Downward):** Medical Education Secretariat, Student Affairs Unit, Dean's Office Correspondence Unit

5. Unit Structure and Duty Descriptions:

a) Chair of the Committee:

- Plans the activities of the Committee and organizes and chairs meetings.
- Ensures communication between the Committee, the Faculty, and other relevant units.
- Coordinates the submission of prepared reports and recommendations to the relevant authorities.
- Prepares the Committee's annual activity report and submits it to the Dean's Office.

b) Vice Chair:

- Appointed by the Committee.
- Chairs the Committee in the absence of the Chair.

- Supports the Chair in Committee activities and ensures necessary coordination.
- Monitors and follows up on the tasks and processes carried out by the Committee.

c) Committee Members:

- Participate in Committee meetings and provide opinions on agenda items.
- Actively contribute to NCEP alignment analyses, reporting, education, and evaluation processes.
- Take part in feedback collection and the development of improvement recommendations.
- Share responsibilities and fulfill assigned duties in accordance with the task distribution determined by the Committee.

6. Appointment of Officers and Terms of Office:

- The Chair of the Committee and its members shall be appointed by the Dean for a term of one academic year.
- Representation from Basic Medical Sciences and Clinical Medical Sciences, as well as student representation, shall be ensured.
- The Department of Medical Education shall be represented on the Committee by at least one faculty member

7. Meetings, Modes of Interaction, and Level of Engagement of the Unit:

- The NCEP Alignment Committee (NCEP-AC) shall convene at least three (3) times per academic year—at the beginning, midpoint, and end of the academic year—either face-to-face and/or online.
- At the end-of-year meeting, data related to the preceding academic year shall be reviewed and evaluated collectively.
- Decision-Making Mechanism: Decisions taken at the conclusion of meetings shall be adopted by simple majority vote. Decisions may be taken with a quorum of a simple majority.
- When necessary, exchange of views may be conducted via e-mail.

8. Operation of the Committee and Frequency of Activities:

The following activities shall be carried out at least once during each academic year:

1. Conducting current NCEP alignment analyses.
2. Introducing the NCEP alignment module to departments and providing the necessary training.
3. Evaluating program learning objectives and course contents in accordance with the current NCEP.
4. Monitoring the effective use of the NCEP module (e.g., data entry).
5. Analyzing data and preparing reports.

6. Sharing reports with relevant boards and departments.
7. Collecting and evaluating feedback.
8. Monitoring implemented changes and ensuring the continuity of the feedback loop.

9. Tools (Standards, Forms, Guidelines and Booklets, Internal Regulations and External Resources, Master Decision Lists, Other Documents, etc.)

- The tools utilized by the Committee shall include, but are not limited to, the current National Core Education Program (NCEP) and the NCEP alignment module.

10. Confidentiality and Data Security:

All data shall be protected in a manner that ensures access only by authorized persons within the scope of their defined authorizations.

11. Correspondence and Archiving:

All official correspondence shall be conducted and archived through the Medical Education Secretariat.

Correspondence shall be transmitted by the Dean's Office to the relevant Department Chairs, boards, and committees via the electronic document management system for necessary action.