

**YEDITEPE UNIVERSITY FACULTY OF MEDICINE**  
**DIRECTIVE FOR PRECLINICAL STUDENTS**

**PART ONE**

**Purpose, Scope, Legal Basis and Definitions**

**Article 1** - The purpose of this Directive is to regulate attendance, assessment, advising, measurement and evaluation, laboratory/internship practices, and the rights and obligations of students in order to ensure the academic, ethical, and professional development of the pre-clinical period students of Yeditepe University Faculty of Medicine within their educational processes.

**Article 2** - This Directive covers all theoretical, practical, laboratory and professional skills training carried out within the pre-clinical education program for Period I, Period II and Period III students of Yeditepe University Faculty of Medicine.

**Article 3** - The provisions contained in this text shall be implemented together with the following:

- Higher Education Law No. 2547,
- Provisions of Article 54 of the Higher Education Law No. 2547 (Student Disciplinary Affairs),
- Yeditepe University Associate and Undergraduate Education and Examination Regulation,
- Yeditepe University Faculty of Medicine Education and Training Regulation.

**Article 4** - In this Directive, the following terms shall mean;

- University: Yeditepe University,
- Faculty: Yeditepe University Faculty of Medicine,
- Dean: Dean of the Faculty of Medicine,
- Education Board: Faculty of Medicine Education and Training Board,
- Phase I: Pre-clinical education period,
- APB: Academic Program Booklets
- Student: Students registered at the Faculty of Medicine.

**PART TWO**

**General Structure of the Medical Education Program and Principles of Implementation**

**Article 5** - During the pre-clinical period, students learn the normal structure and function of the human body, pathological changes and disease mechanisms in an integrated manner with clinical knowledge. The education includes basic sciences, preliminary stages of clinical sciences, professionalism, ethics, behavioral sciences, communication skills, professional skills laboratory, health law and public health practices.

**Article 6** - The pre-clinical education program aims for students to acquire knowledge, skills and attitudes in basic medical sciences as specified in the Academic Program Booklets and to be prepared for the clinical period in a scientifically and ethically competent manner.

#### **Article 7-**

1. The education covers fields such as anatomy, biophysics, histology and embryology, physiology, organic chemistry, biochemistry, microbiology, pharmacology, pathology, health law and behavioral sciences.
2. The program consists of theoretical courses, practical applications, laboratory studies, clinical skills training and measurement-evaluation activities.
3. The language of instruction is English.

#### **Article 8 – Duration of Education and Academic Calendar:**

1. The duration of education at Yeditepe University Faculty of Medicine is six years, excluding the preparatory class. The preparatory class is compulsory for students who cannot meet English proficiency requirements.
2. Students are required to complete the six-year medical education program within a maximum of **nine years**. For students who cannot complete their education within this period, the provisions of Article 44/c of the Higher Education Law No. 2547 shall apply.
3. In cases where the student's registration is suspended by the decision of the Faculty Administrative Board due to justified and valid reasons specified in the Yeditepe University Associate and Undergraduate Education and Examination Regulation, the time elapsed shall not be included in the maximum period of study. Periods during which students receive suspension penalties from the University shall not be considered as excused absence.
4. The pre-clinical period education shall be completed in three years.
5. Education and training are organized on a yearly basis.
6. The academic year consists of fall and spring semesters.
7. The Academic Calendar for the following year is determined by the Faculty Administrative Board and approved by the Senate.
8. Information regarding the duration and calendar of education is specified in the Academic Program Booklets.

#### **Article 9 – Course Committees and Coordination:**

1. In pre-clinical education, "Period Coordinators and their assistants" working under the Chief Coordinator are appointed by the Dean at each class level.
2. Period Coordinators and their assistants are responsible for the execution of the curriculum, planning and conducting examinations, evaluation processes, announcement of examination results, assessment of student feedback, and other duties and responsibilities related to their respective periods.

### **PART THREE**

#### **Assessment, Evaluation and Principles of Achievement**

**Article 10 – Types of Examinations:** The types of examinations, calculation methods and their weightings in pre-clinical education are specified in the Academic Program Booklets published each year. Students are obliged to follow the relevant sections.

**Article 11 – Evaluation:** The passing grade is 60/100. Criteria are specified in more detail in the Academic Program Booklets.

**Article 12 –** The period for objection to examination questions is no later than three (3) working days from the date of the examination. Within this period, the student must apply to the Dean's Office in writing.

**Article 13** – The period for objection to examination results is no later than seven (7) working days from the date the results are announced. Within this period, the student must apply to the Dean’s Office in writing.

## **PART FOUR**

### **Roles and Responsibilities of Students**

**Article 14** - Students are obliged to follow and comply with the provisions specified in the **Academic Program Booklets (APB)**.

**Article 15**- Students are obliged to regularly follow and fulfill the practical contents, in-term requirements, attendance rules, assessment methods and examination processes of MED 104 (Basic Medical Sciences I), MED 102 (Introduction to Clinical Practice I – ICP), MED 103 (Anatomical Drawing), Common Compulsory Courses (HUM, TKL, HTR) and all other course components defined within the scope of the APK.

**Article 16**- Students are obliged to follow the functioning, attendance, in-term activities and examination processes of the courses they have taken from the **Elective Courses Guide** and to fulfill their requirements.

#### **Article 17- Announcements**

1. Students are obliged to follow and comply with announcements made in digital environments (email, faculty and university website, official university Instagram and Twitter accounts, platforms such as Google Classroom, etc.).
2. In communication with students, the use of **email addresses** provided by Yeditepe University with the “**std**” extension is essential.

#### **Article18 – Attendance Requirement:**

1. The principles of attendance requirement are specified in the Yeditepe University Faculty of Medicine Education and Training Regulation. Rules regarding student attendance are announced in the APBs. Attendance to theoretical and practical/laboratory courses in all committees during the academic year in which Period I, II and III students are registered is compulsory. A student who does not attend more than 20% of the theoretical courses and/or more than 20% of the practical/laboratory courses of a committee, whether excused or unexcused, shall not be admitted to the committee examinations (practical and theoretical). If a student whose absence exceeds 20% submits their excuse to the Dean’s Office by petition, the situation shall be evaluated by the Faculty Administrative Board; provided that there is a justified and valid excuse and that the total absence throughout the year does not exceed 20%, the student shall be admitted to the make-up examination of the relevant committee at the end of the academic year. These students are obliged to compensate for the missing practical sessions until the end of the year within the possibilities of the relevant department and at the day and time indicated by the faculty member. A student who cannot attend laboratory/practical applications included in the committee due to an excuse and whose practical/laboratory absence does not exceed 20% shall compensate for the missed applications within the possibilities of the relevant department at the day and time indicated by the faculty member, provided that there is a justified and valid excuse. A student who does not complete the compensation studies and has a practical/laboratory absence shall not be admitted to the relevant committee's theoretical/practical examinations.

2. Students who exceed the absence limit in committees and throughout the year shall be deemed unsuccessful by receiving an FA grade from the relevant committee and/or the relevant period.
3. Students are obliged to monitor their own attendance status.

**Article 19 – Excuses:**

1. Students who are unable to attend classes or examinations due to health, family-related, or force majeure reasons may request to take a make-up examination, provided that they document their circumstances.
2. Requests for make-up examinations shall be discussed and decided by the Faculty Executive Board. Students whose excuses are accepted by the Faculty Executive Board shall take the make-up examination on the dates announced in the Academic Calendar of the relevant year.
3. If a student does not attend the final examination for any reason, no make-up examination shall be held for this examination; such students shall take the resit examination.

**Article 20-** The grades used in the assessment of the Faculty of Medicine examinations, the corresponding letter grades, their coefficients, and the evaluation method are presented below.

<b>Grades</b>	<b>Letter Grades</b>
90-100	AA
80-89	BA
70-79	BB
65-69	CB
60-64	CC
59 or less	FF (Fail in the context of "Pass or Fail Calculations of the Courses" table pp.41)
0	FA (Fail due to non attendance to the courses)

**Article 21 – Practices and Laboratories:**

1. Student safety, ethical principles, and laboratory safety rules shall be fundamental in all practices.
2. Students are obliged to use protective equipment during experimental studies.
3. The laboratory supervisor is responsible for ensuring the safe use of devices, chemicals, and biological materials.
4. Field-specific laboratory rules shall be explained to students at the beginning of the course, and each student is obliged to comply with these rules.

**Article 22 – Student Responsibilities Regarding Advising Relations:** Students shall fulfill the following obligations to ensure the effective conduct of advising processes:

1. To communicate with the advisor assigned to them during the period, to request appointments when necessary, and to inform their advisor about academic processes.
2. To attend meetings, interviews, briefing sessions, or feedback activities requested by the advisor in a timely manner.

## **PART FIVE**

### **Education Management, Feedback and Quality Assurance**

#### **Article 23 – Education Boards**

1. The Coordinators' Board (CC) is responsible for the planning, implementation, and evaluation of the education program. The Coordinators' Board, which includes student phase representatives, shall meet at least twice a year under the chairmanship of the Dean.
2. Student phase representatives shall be elected at the beginning of the academic year by majority vote of the students in the class.
3. Students to take part in education boards shall be the student phase representatives, their deputies, or students assigned by the phase representatives.

#### **Article 24 – Duties of the Phase Representative:**

Students elected and assigned as phase representatives shall fulfill the following obligations to support the effective conduct of educational processes:

1. To bring the blank attendance list used for attendance tracking to the class.
2. To promptly report any disruptions, delays, lack of materials, or similar problems arising in classroom, laboratory, clinical practices, or education-related activities to the relevant committee secretariat.
3. To convey announcements, program changes, examination or calendar updates, and other information shared by the Phase Coordination Board to the class in a timely, complete, and reliable manner.
4. To attend Education Board/Commission meetings regularly and on time, or to send an appropriate representative when necessary.
5. To express opinions in meetings in an objective, constructive, and institutional manner while representing students.
6. To follow the agenda, decisions, and outputs of the meetings within the ethical framework; to ensure information flow between students or relevant academic units when necessary, and to share the decisions and information obtained in the meetings with the class.
7. To monitor the resolution processes of reported problems and, when necessary, to ensure communication with the relevant academic units.
8. The duty of students who neglect their obligations may be terminated by the Faculty Board..

#### **Article 25 – Feedback:**

1. Student and educator feedback shall be collected via the Education Management System (EMS) at the end of each committee.
2. Students are expected to participate in the Committee Evaluation Meetings at the end of each committee and to provide feedback.

## **PART SIX**

**Article 26 – Entry into Force:** This Directive shall enter into force on the date of its approval by the Senate of Yeditepe University.

**Article 27 – Execution:** The provisions of this Directive shall be executed by the Dean of Yeditepe University Faculty of Medicine.

**Article 28– Matters Not Regulated:** In cases where no provision exists in this Directive, the decisions of the Senate of Yeditepe University and the relevant legislation shall apply.

