

## **DIRECTIVE ON THE FUNCTIONING PRINCIPLES OF THE CHIEF COORDINATORSHIP**

### **Purpose**

**Article 1-** The purpose of this Directive is to regulate the duties, authorities, responsibilities, and operating principles regarding the organization and management of the activities carried out by the Coordinators' Council throughout all phases (Pre-Clinical, Clinical, Clerkship) of the Faculty's Undergraduate Medical Education Program (UGMEP) by the Chair and Vice Chairs of the Coordinators' Council (Chief Coordinatorship).

### **Scope**

**Article 2-** This Directive covers the duties, authorities, responsibilities, and functioning principles of the Chief Coordinatorship concerning the organization and management of the planning and coordination activities carried out by the Coordinators' Council throughout all phases (Pre-Clinical, Clinical, Clerkship) of the Faculty's Undergraduate Medical Education Program (UGMEP).

### **Legal Basis**

**Article 3-** The provisions set forth in this text shall be implemented together with:

- a. Yeditepe University Associate and Undergraduate Education and Examination Regulation, 25 September 2013, No: 28776
- b. Yeditepe University Faculty of Medicine Education and Examination Regulation, 25 September 2013, No: 28776
- c. Regulation on the Amendment to the Yeditepe University Faculty of Medicine Education Regulation, 21 November 2019, No: 30955.

### **Definitions**

**Article 4-**The following terms used in this Directive shall refer to:

**Faculty:** Yeditepe University Faculty of Medicine,

**Dean:** Dean of the Faculty of Medicine,

**Chief Coordinator:** The faculty member appointed by the Dean, responsible for the overall planning, execution, and coordination of the education program and examinations,

**Chief Coordinatorship:** The Chair and Vice Chairs of the Coordinators' Council,

**Course Committee:** The group of courses delivered in the first three years of the Faculty based on thematic integrity, addressing topics from cell to systems with a holistic and complementary approach,

**Course Committee Chair:** The faculty member assigned by the relevant Period Coordinator to ensure the integrity and orderly execution of the educational program of the respective course committee,

**Period:** A single academic year at the Faculty,

**Period Coordinator:** The faculty member appointed by the Dean to ensure the integrity and orderly execution of the educational program of the period for which they are responsible,

**Coordinators' Council:** The body responsible for the overall planning of teaching, education, and examinations each academic year in line with the opinions of departments and for ensuring coordination among courses.

**Appointment of the Chief Coordinator**

**Article 5-** The Chief Coordinator shall be appointed by the Dean from among the faculty members of the Faculty for a period of one (1) year. The Chief Coordinator whose term has expired may be reappointed.

**Authority and Duty Description of the Chief Coordinatorship**

**Article 6-** The Chief Coordinatorship is the administrative position responsible for the planning and execution of the Undergraduate Medical Education Program (FoM-UGMEP).

**6.1.** The Chief Coordinatorship is responsible for the execution of the FoM-UGMEP education program, and

**6.2.** For the organization and execution of the activities of the Coordinators' Council.

**Appointment of Vice Chief Coordinators**

**Article 7-**To assist the Chief Coordinator in their duties, at least one (1) Vice Chief Coordinator shall be appointed by the Dean for each educational phase. Vice Chief Coordinators shall be appointed from among the faculty members for a period of one (1) year. Vice Chief Coordinators whose terms have expired may be reappointed.

**Authority and Duty Descriptions of Vice Chief Coordinators**

**Article 8-** Vice Chief Coordinators are responsible for the organization and management of the activities carried out by the relevant Period Coordinators within the scope of the duties and responsibilities determined by the Chief Coordinator for the educational phase for which they are responsible.

**Position of the Chief Coordinatorship in the Institutional Strategic Plan and Educational Organization Chart**

**Article 9- Position in the Educational Organization Chart and Main Related Units: (\*Annex: Educational Organization Chart)**

**9.1. .Superordinate Relationship (Alternatif: Upward Vertical Relationship)**

- a. Dean
- b. Vice Deans
- c. Faculty Board

- d. Faculty Executive Board
- e. Program Development **Supreme** Board

**Açıklamalı [P1]:** Yerine higher da kullanılabilir.

## 9.2. Lateral Relationship

- a. Curriculum Committee
- b. Assessment and Evaluation Committee
- c. Program Evaluation Committee
- d. Academic Program Booklet Commission

## 9.3. Subordinate Relationship (Alternatif: Downward Vertical Relationship)

- a. Introduction to Clinical Practice (ICP) Coordinatorship
- b. Elective Courses Coordinatorship
- c. Problem-Based Learning (PBL) Coordinatorship
- d. Early Clinical Exposure Coordinatorship
- e. External Training Institutions Cooperation Commission

## Duties, Authorities, and Responsibilities of the Chief Coordinator

**Article 10-** The duties, authorities, and responsibilities of the Chief Coordinator are as follows:

### 10.1. Preparation and Coordination of the Education Program:

- a. To publish and disseminate the APK in printed or digital form and to announce it to the relevant parties.
- b. To ensure, through consultation with the relevant units, that the facilities required for the implementation of the activities specified in the APK (such as teaching staff, classrooms, halls, laboratories and other activity venues, as well as the educational tools and equipment required in these venues) are secured under conditions that provide an effective learning environment, and to carry out corrective actions when necessary.
- c. To report to the Dean's Office in a timely manner any deficiencies that may disrupt the activities specified in the APK if such deficiencies cannot be resolved through communication with the relevant units.
- d. To monitor the implementation of the APK, to detect disruptions in a timely manner, and to apply methods that will compensate for such disruptions.
- e. To report to the Dean's Office, together with a remediation plan, any courses or similar activities included in the APK that are found not to have been implemented for any reason.
- f. To ensure the contribution and participation of students for the implementation of the APK at the desired level.

- g. To facilitate the monitoring of educational activities through student feedback.
- h. To obtain information from the unit responsible for reviewing student feedback regarding disruptions related to the implementation of the APK and to ensure that such disruptions are remedied.
- i. To manage the process of electing Student Period Representatives and their deputies, and to monitor the implementation of the APK through them.
- j. To plan and implement interdisciplinary integration activities among teaching staff in the implementation of the APK.
- k. To establish Committee Boards and to participate in these boards as a facilitator of integration.
- l. To monitor students' course attendance with regard to their eligibility to take committee examinations, and to establish and operate the attendance monitoring system.
- m. To identify students with attendance problems and to inform the Academic Advisor in order to address the issue and to issue the necessary warnings.
- n. To monitor the processes of conducting theoretical and practical committee examinations, to intervene in problems, and after the committee examination results have been prepared by the Period Coordinatorship, to carry out the necessary checks (such as verifying whether all examination results have been calculated correctly in accordance with the calculation methods specified in the APK) and to grant approval for their announcement.
- o. To ensure that examination results are announced via the "OBS" system.
- p. To ensure the reporting of committee educational activities.
- q. To hold and report the Coordinators' Board meetings defined in the APK, and to compile the documents describing the activities carried out throughout the academic year in the End-of-Year Chief Coordinatorship Activities Report.
- r. To ensure the coordination of the Student Advising System.
- s. To ensure the adaptation of students who have completed clerkships abroad to the remaining or disrupted parts of the educational program for any reason.
- t. To ensure the coordination of education conducted in external institutions.
- u. To determine the physical and technical infrastructure needs required for the educational program and to submit them to the Dean's Office..

**10.2. Conducting Ordinary / Extraordinary Meetings:**

**10.2.1. Ordinary Meetings:**

- a. Preparation of the Academic Calendar: To prepare, in meetings held with Period Coordinators, the Academic Calendar for the new period in accordance with the University Senate Calendar, and subsequently to detail the academic calendar for each period according to the characteristics of the relevant period and to submit it to the Dean's Office.

b. Meetings related to the preparation of APK and clerkship guides:

i. To ensure the organization and coordination of the review of the existing APK and the preparation of the new period program (APK) by the APK Commission, taking into account the decisions of the PGK and the Curriculum Board and the University Academic Calendar.

ii. To manage and coordinate the meetings held for the preparation, printing and distribution processes of clerkship guides and intern logbooks.

c. To hold four ordinary Coordinators' Board meetings per year (two with student participation) and, when necessary, additional Extraordinary Coordinators' Board meetings. (Extraordinary meetings are problem-based meetings held when necessary in unexpected situations and on issues concerning more than one unit, aimed at resolving the problem.)

d. To prepare the Meeting Minutes containing the decisions taken as a result of the meetings and to submit them to the Dean's Office.

**10.2.2. Informing and requesting opinions via e-mail**

a. Meeting announcements (ordinary and extraordinary), etc.

b. Announcement of the decisions taken as a result of the meetings to the relevant units.

**10.2.3. Extraordinary Meetings:**

a. Problem-based meetings: Meetings aimed at resolving problems are held when necessary in unexpected situations and on issues concerning more than one unit.

**10.3. Informing and requesting opinions via e-mail**

**10.3.1. Meeting announcements (ordinary and extraordinary)**

**10.3.2. Announcement of the decisions taken as a result of the meetings to the relevant units**

**Entry into Force**

**Article 11-** This Directive shall enter into force on the date of its approval by the Senate of Yeditepe University. Upon the entry into force of this Directive, the provisions of the former Directive shall be repealed.

**Execution**

**Article 12-** The provisions of this Directive shall be executed by the Dean on behalf of the Rector of Yeditepe University.