

## **DIRECTIVE ON THE FUNCTIONING PRINCIPLES OF THE COORDINATORS' BOARD**

### **Purpose**

**Article 1-** The purpose of this Directive is to regulate the formation, duties, authorities, responsibilities, and working principles of the Board of Coordinators, which is responsible for ensuring the coordination of subject matter and course flow among the Departments within the Faculty.

### **Scope**

**Article 2-** This Directive covers the planning and coordination activities carried out by the Board of Coordinators in all phases of the Faculty's Undergraduate Medical Education Program (UGMEP) (Pre-Clinical, Clinical, Internship).

### **Legal Basis**

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

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

### **Definitions**

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

**Faculty:** Yeditepe University Faculty of Medicine

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

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

**Course Committee:** A group of courses in the first three years in which subjects are delivered in an integrated manner from cell to systems based on content integrity

**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 related course committee

**Period:** A single academic year in 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

**Board of Coordinators:** The board responsible for the general planning of teaching, education, and examinations in line with the views of the departments each academic year and for ensuring coordination among courses

**Article 5-Position in the Education Organizational Chart and Main Related Units (\*Annex: Education Organizational Chart)**

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

- a. Dean
- b. Vice Deans
- c. Faculty Board
- d. Faculty Administrative Board
- e. Program Development Supreme Board

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

**5.2. Lateral Relationship**

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

**5.3. 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

**Structure and Formation of the Board**

**Article 6-** The Board shall consist of the Dean, the Chief Coordinator (CC) appointed by the Dean, Chief Coordinator Assistants (CC-A), Coordinators (C) and Coordinator Assistants (C-A)

of each period, ICP Coordinator and assistants, Free/Field Elective Course Coordinator, and other Coordinators and Assistants determined according to the structure of the integrated education program (PBL Coordinator, Early Clinical Exposure, Scientific Project, etc.), and one student representative (SR) from each period.

Members of the Board of Coordinators shall be appointed by the Dean for a term of one academic year. Members whose term has expired may be reappointed..

#### **Duties and Authorities of the Board**

**Article 7-** The Board of Coordinators (BoC) is responsible for the planning and orderly execution of the Faculty of Medicine Undergraduate Medical Education Program (FM-UGMEP). The duties of the BoC are as follows:

##### **7.1. Planning and Programming**

- i. The BoC prepares the general planning of teaching, education, and examinations in line with the views of the departments each academic year and submits it to the Dean's Office; ensures coordination among subjects.
- ii. Ensures that all education and training in the Faculty are carried out regularly and harmoniously based on the academic calendar and informs the Faculty Board accordingly.
- iii. Determines the academic calendar of the following academic year within the second semester and submits it to the Faculty Board.
- iv. Examines the results of all student examinations conducted since the previous meeting; identifies the causes of success or failure and submits them to the Dean's Office in a report when necessary.
- v. Conducts evaluations of the academic year within one month following its completion and submits the results to the Dean's Office.
- vi. In mandatory circumstances, submits proposals for program changes to prevent disruptions in education to the approval of the Dean's Office.
- vii. Submits opinions and recommendations to the Dean's Office regarding changes required to improve educational quality and educational infrastructure.
- viii. Determines opinions and proposals on amendments to regulations and directives.
- ix. Conveys to the Dean's Office information about students whose education is at risk of termination due to absenteeism or other reasons.

- x. Closely monitors student club activities; conducts research on student needs and problems; submits findings and recommendations to the Dean's Office.
- xi. Monitors student advisory services at all levels and prepares opinions on this matter.
- xii. Carries out other tasks requested by the Dean regarding education and training and conveys the opinions of departments and coordinators when necessary.

### **7.2. Examination Practices**

In cooperation with the Faculty Assessment and Evaluation Commission, to monitor the conformity of examinations with the standards and procedures determined by the Faculty and to ensure that examination contents accurately reflect the curriculum.

### **7.3. Evaluation and Improvement**

- In cooperation with the Program Evaluation Board (PEB), to regularly analyze educational activities and examination results (pass rates, difficulty index, discrimination index, etc.) conducted throughout the academic year.
- To evaluate feedback from students and faculty members, develop improvement proposals to increase educational quality, and submit them to the PEB.

### **Working Principles**

**Article 8-**The Board of Coordinators shall meet at least twice each semester upon the invitation of the Chief Coordinator, preferably in the presence of the Dean and obligatorily with at least one Vice Dean. At least two meeting dates shall be determined at the final Board meeting of the preceding academic year. The aim is to announce these dates in the Academic Program Booklets and, if possible, to schedule them on independent study days to enable students to attend at least two Board meetings.

**Meeting Agenda:**The agenda shall be determined by the Chief Coordinator and announced to members prior to the meeting.

**Decision Making:**The Board shall convene with an absolute majority and decisions shall be taken by the absolute majority of those present.

**Secretariat:** Secretariat services of the Board shall be carried out by the Medical Education Secretariat. Meeting minutes and decisions shall be submitted to the Dean's Office after being signed for transmission to the relevant units.

### **Duties and Functioning Principles of Period Coordinators and Course Committees**

**Article 9-** A “group of courses” (committee) (CC) or “course committee (committee)” is a group of courses in which a particular organ system is examined by different disciplines within a defined period.

a. Course (Committee) Coordination Committee (CCC):

It consists of 1 chair (CCC-CH), 1 committee secretary (CCC-S) and 2 members (CCC-M) selected from among the Educational Responsible of Departments (ERD) of the first 4 departments with the highest course-hour weight in the Committee, appointed by the Period Coordinator upon the proposal of the Chief Coordinator (CCRD).

b. The Course (Committee) Coordination Committee (CCC) meets at least three times during the academic year (AY)—at the beginning, middle and end of the committee—upon the call of the CCC-CH or CCC-S. Meetings are documented through minutes by the CCC-S, and documents are distributed and archived according to the procedures specified in the Articles on document distribution and archiving.

c. Meetings are chaired by the CCC-CH; in cases where the chair is absent due to an excuse, the CCC-S performs the duty of chairing.

d. The Chair of the Course (Committee) Coordination Committee (CCC-CH) is responsible for managing the functioning of the Committee, determining meeting agendas and calling meetings, chairing the meetings, ensuring that disruptions that may occur during the committee process are recorded, providing the necessary environment for producing solutions, delivering the Introduction to Committee Lecture (ICL), checking the results of the conducted examination and forwarding them to the coordinator, and acting jointly with the coordinator/coordinator assistant in decisions regarding absenteeism or excuses during the examination or committee. If a previously warned student insists on absenteeism, the coordinator/coordinator assistant is informed via e-mail/writing (with the Chief Coordinator also included in copy). In cases where a student cannot attend practical sessions due to an excuse, the coordinator/coordinator assistant is notified via e-mail regarding the possibility of repeating the practical session (with the Chief Coordinator also included in copy). The CCC-CH is responsible for ensuring the preparation of the Committee Final Report (CFR) and its submission to the Period Coordinator (PC).

e. The Secretary of the Course (Committee) Coordination Committee (CCC-S) is responsible for performing the duties of the chair in the absence of the chair, ensuring the execution of

committee processes, documenting meetings and archiving committee-related documents. The secretary requests and collects examination questions from faculty members, prints and prepares examination papers, prepares examination envelopes (including exam questions, optical answer sheets, exam minutes, attendance list and cheating report) and stores them appropriately. The secretary ensures the preparation of comprehensive matching questions together with relevant faculty members and the coordinator/coordinator assistant. If acting as hall supervisor, the secretary conducts the examination, ensures the scoring of the exam, submits the exam result list to the CCC chair, ensures the distribution and collection of feedback surveys, delivers the surveys to the responsible person of the Department of Medical Education, writes the Committee Final Report and submits it to the CCC chair.

f. Member 1 :

- i. Ensures the continuity of the relevant committee attendance list and faculty signature list; responsible for technical tasks such as classroom allocation, computer and projector provision.
- ii. Monitors the entry of attendance into the system. When a student/students approach the absenteeism limit, informs the student affairs secretary (with the committee chair in copy) to ensure that the student is notified.
- iii. Reports students who persist in absenteeism to the committee chair.

g. Member 2 :

- i. Responsible for course changes during the committee, continuity of practical sessions, faculty absenteeism and course cancellations.
- ii. Notifies the student affairs secretary about course cancellations and changes (with the committee chair in copy) to ensure that the student is notified.
- iii. Checks whether the faculty member has delivered the lecture; if this information cannot be obtained from the student/student affairs secretary, performs the check by reviewing the signature list at the end of the day, contacts the faculty member and informs the CCC chair via e-mail.
- iv. Contacts the relevant faculty member for the repetition of practical sessions missed due to excuse and informs the CCC chair via e-mail (with the Chief Coordinator in copy).

h. Course (Committee) Coordination Committee:

- i. Prepares the course committee program and ensures its complete and orderly execution.

- ii. Ensures that attendance is regularly taken by faculty members delivering lectures in the committee and supervises its entry into student attendance records.
- iii. Holds primary responsibility for the collection of examination questions, checking questions for technical errors and content validity, printing question booklets, ensuring security and order before, during, and after the examination, and the accurate calculation and announcement of results.
- iv. Provides necessary support to the Coordinator in preparing make-up, end-of-period, and resit examinations.
- v. Submits the Committee Final Report (CFR) to the Period Coordinator (PC) no later than two weeks following the end of the Committee.
- vi. Responsible for the evaluation of committee, final and resit examination questions while ensuring pre-examination security.

#### **Clerkship Committees**

##### **Article 10- Clerkship Coordination Committee (CICC) Duties and Functioning Principles:**

- a. The Clerkship Coordination Committee (CICC) is composed of 1 chair (CICC-CH) and 2 members (CICC-M), appointed by the Dean's Office upon the proposal of the Chief Coordinator (CHC).
- b. The committee is responsible for the execution of the clerkship in accordance with the existing program framework and operational details without disruption.
- c. For each clerkship, the CICC consists of the Head of the Department, the Department Education Coordinator (ADES), and the responsible faculty member from the External Training Institution.
- d. The CICC shall meet at least three times—at the beginning, middle, and end of the clerkship—upon the call of ADES at the start of the academic year (AY) and when necessary. Meetings shall be documented as minutes by ADES; distribution and archiving shall follow the procedures specified in the relevant Articles.
- e. ADES manages the clerkship process, sets meeting agendas, calls and chairs meetings, ensures that any disruptions are recorded, provides an environment for developing solutions, delivers the Introduction to Clerkship Session (ICS), and ensures the preparation and timely submission of the End of Clerkship Report (ECR), attendance records, clerkship and intern evaluation forms to the Dean's Office (within two weeks following the announcement of

grades). The CICC prepares the clerkship program and ensures its complete and orderly execution.

f. ADES ensures that attendance is taken regularly by faculty members and supervises its recording in student attendance sheets.

g. ADES holds primary responsibility for clerkship assessment practices and for entering evaluation forms and grades into the system within two weeks after grade announcement.

h. ADES supports the resolution of students' problems related to the clerkship in collaboration with student advisors; provides advanced counseling in cooperation with the Term Coordinator (TC) and Chief Coordinator (CHC) when necessary.

**Archiving:**

**Article 11-** Meeting minutes, correspondence of the Coordinators Board, and related documents (such as End of Term Reports and Committee Files) shall be archived by the Medical Education Secretariat.

**Entry into Force**

**Article 12-** This Directive shall enter into force on the date of its approval by the Senate of Yeditepe University. Upon its entry into force, previous provisions of the Directive shall be repealed.

**Execution**

**Article 13-** The provisions of this Directive shall be executed by the Dean on behalf of the Rector of Yeditepe University.