ERCIYES UNIVERSITY FACULTY OF MEDICINE
Education and Examination Regulations
Part One
Scope and Educational Importance

Objective:

Article 1:

The aim of these regulations is to arrange the teaching level, acceptance, and conditions of dismissal, educational period, attendance, examinations and the evaluation of medical students at Erciyes University’s Faculty of Medicine.

Scope:

Article 2:

The teaching and examination basics applied to the faculty depend on the Higher Education Law Number 2547; the related principles and decisions of these regulations according to the Higher Education Council.

Definitions:

Article 3:

The definitions of the concepts and terms mentioned in these regulations are given below:

a) University- Erciyes University
b) Rector- The Rector of Erciyes University
c) Rectorate- The Rectorate of Erciyes University
d) Senate- The Senate of Erciyes University
e) Faculty- Erciyes University Faculty of Medicine
f) Dean –Erciyes University Faculty of Medicine’s Dean
g) Deanship –Erciyes University Faculty of Medicine Deanship
h) Committee- Erciyes University Medical Faculty Committee
i) Administrative Committee- Erciyes University Faculty of Medicine Administrative Committee
j) Student- The students of Erciyes University Faculty of Medicine.

Teaching Level:

Article 4: Teaching at the faculty consists of six terms, each of which lasts one
educational year, excluding prep class. In order to enroll in the first term of the Faculty of Medicine, the candidates must meet the conditions in order to have the right to enter the Faculty of Medicine. Candidates must pass the English proficiency exam. Foreign students need to pass a Turkish language examination. Those who have gained the right to enter Erciyes University Faculty of Medicine, but have not been successful in the English (or Turkish) proficiency exam have to receive language education according to the regulations of the related units.

PART TWO
Admission of students, enrollment conditions and student status

Conditions of Acceptance:

Article 5: The admission and enrollment of students to the faculty are done according to the rules determined by the Higher Education Council.

Transferring from Other Universities

Article 6: In order to allow those who want to transfer from a different university, there must be vacant quota, and they must have passed the English Proficiency Exam. Also, their conditions must be suitable as determined by the Higher Education Council. Horizontal transfers are considered within the first five working days of September each year. The students who have enrolled as transfer students have to apply to the Deanship for exemplification from the common compulsory lessons outside medicine within one month after the academic year has started.

Review of Registration

Article 7: At the beginning of every educational term, the student’s registration is reviewed according to the previous term achievement level and within the framework of the decisions of the related regulations, one month after the start of the of the term. Payment of tuition fees needs to be done before students are allowed to renew registration and participate in courses. A student can change any registered courses only with the approval of his/her advisor within five working days before the registration deadline. Those students who have not renewed their registration within the determined dates lose their rights to attend courses for that term. The time duration that has been lost is determined by education. Those students who do not register for two academic years are deleted from student status by the decree of the Faculty Administrative Council.

PART THREE
Educational Period and Teaching Language Period

Educational Period

Article 8: The student has to complete the level of medical doctor within nine years or meet the conditions for additional periods according to Law No. 2547 article 44. As long as the periods allow, every term or lesson can be taken at a
maximum of twice in the cases where a student has failed. The students who have not succeeded or who are realized not to be able to succeed in these situations are dismissed from the university.

In order for the student(s) to continue his or her education longer than the period mentioned in this item, the situation of his or her sickness or other excuse must be accepted by the Faculty Administrative Council. The periods that the students were prevented from attending the university are accepted as excusable absentees.

The Medium of Instruction

Article 9: The medium of instruction is Turkish; however some courses are given in English.

Academic year: Term and Semester

Article 10:

a) The academic year consists of two semesters, each consisting of at least 14 weeks.

b) Term I, II, III have at least two weeks semester holiday.

c) Teaching/ Training Plans and Academic Calendar stated by the Faculty Administrative Council will be presented to the University Rectorate by the end of May of every year. Teaching and Training Plans will be enforced as soon as the University Senate approves.

Part Four
Compulsory Attendance (Required Attendance)

Article 11:

It’s obligatory to attend practical (lab studies, discussion, seminar, field and clinical studies) and theoretical courses. Roll-call is taken in these courses. Attendance statuses of students are kept by the responsible lecturers. Students, who have not attended at least 80% of their practical courses and 75% of their theoretical courses, are not allowed to participate in the end of academic council, semester final examinations, academic year final examinations, practical examinations and make up examinations and are given a grade of FF. Provided that absenteeism of practical courses does not exceed 20%, the student has to compensate the studies which he/she didn’t attend. Arrangements need to be made with the lecturer responsible for the course in regards to the subject, time, and date. Those students that haven’t participated in the compensation study are not permitted to enter any examinations regarding the course, course council or/and practical examinations and are given a grade of FF.
All rules related to attending courses are also valid for all courses, course councils and internships.

Excuses:

**Article 12:** If a student becomes ill during their education duration, students have to get a health report from Erciyes University in order for it to be assumed excusable. If it is impossible to get a health report, during the educational period (except weekends, holidays, religious or official holidays) students whose parental guardian has no social security has to be transferred in accordance with official process from Erciyes University Health Centre. In this way the student’s health report that are obtained from hospitals outside Kayseri, are accepted. Health reports from students whose parental guardian has social security are accepted only if the report is from a hospital in Kayseri or if it is taken from a hospital in Kayseri where the student was transferred in accordance with official process. Health reports taken from other hospitals except Erciyes University have to be approved by the head of the department.

Moreover, this report has to be accepted by the Faculty of Medicine Administrative Board. Only this kind of report is accepted; no other kinds of reports are accepted.

Students whose excuse is accepted by the faculty board can’t attend courses during their excusable term and are not admitted into exams.

All kinds of applications concerning excuses are to be presented to the Dean’s office within one week. Reports presented after this time are not accepted.

The rules above concerning attendance are valid for department courses, for each course committee, internship and terms.

Students are expelled from the university when they do not attend courses for more than two years during their educational period because of mental disorder such as schizophrenia, paranoia, disassociative syndrome or other borderline disorders. If students get a new health report because of other health problems, it is checked and the faculty board may decide that the student is unable to work as a doctor.

Leaves:

**Article 13:** If the student fails to renew registration, attend courses or take exams within the reasons accepted by the Higher Education Council their right is reserved and the period is not considered within their education period.

a) If students have important and justified reasons that they can prove they may be granted a one year leave by the Faculty Board. This leave is added to the
maximum years of education by the faculty board’s decision. However, applications concerning this kind of leave should be presented before the end of the registration renewal period.

b) A student representing the University or Turkey internationally in scientific, social, cultural or sports activities are allowed by the Administrative Council and this period is not considered as absent.

c) If students have a possibility to get a foreign scholarship, research, or practical training that contributes to their education, they may be given a one year leave by the Faculty Board. This leave is added to the maximum number of years for education by the Faculty Board’s decision. Students subject to this article have to pay tuition and university fees on time and renew their registration.

d) Students rights gained through the above mentioned article are considered within the available regulations.

PART FIVE
COURSE TYPES AND CREDITS
Course Types

Article 14:
Compulsory Vocational/Professional Courses: are the courses which have to be taken by all students registered at the faculty.

Common Compulsory Courses: Turkish Language, Ataturk’s Principles and History of Revolutions and English Language courses are planned for 2 credits per week for at least two terms according to Higher Education Law No. 2547 Article 5.

Elective courses: These are determined by considering the needs of students and the suggestions of the Faculty Council and decree of the Senate. These courses can be grouped as “Professional Elective Courses” and General Elective Courses.” The number of credits for each elective course are determined by the Faculty Administrative Council and announced yearly to the students. General elective courses can also be taken from other faculties and colleges within the university.

Pre-requisite Courses: In order to be successful in some courses, they may require that a certain course(s) has been previously taken and the student must have passed this course(s). These courses are referred to as pre-requisites. Pre-requisites are determined by the Faculty Administrative Council upon the suggestions of responsible academic personnel and are approved by the University Senate.

Course Councils: These are the courses which belong to more than one main science department and are performed collectively/corporately. Course Councils can continue throughout the term and can also exist as block programs.
Internships: Practical experience obtained in the second, third, and fourth year can be performed in one or more main science branches.

Credits

Article 15: Credit values of theoretical courses are equal to the number of courses per week and credit value of practical/applied courses is equal to half of the course hours per week. One week of internship is equal to half of the course hours per week. One week of internship is equal to one credit. In the Course Council, which are performed as a block, approximately 14 hours of theoretical and 28 hours of practical lessons are given.

One course credit equals 14 class hours of theoretic education and 28 hours of practical education. If preferred, the maximum number of credits may be given and if needed a half credit may be added.

PART SIX POINTS, NOTES, AND DEGREE

Points, Notes, and Degree

Article 16: The points, marks and degrees used in evaluating exams are as follows:

<table>
<thead>
<tr>
<th>Examination Points</th>
<th>Grade Point</th>
<th>Mark</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>4.00</td>
<td>AA</td>
<td>Excellent</td>
</tr>
<tr>
<td>85 – 89</td>
<td>3.50</td>
<td>BA</td>
<td>Very Good</td>
</tr>
<tr>
<td>80 – 84</td>
<td>3.00</td>
<td>BB</td>
<td>Good</td>
</tr>
<tr>
<td>75 – 79</td>
<td>2.50</td>
<td>CB</td>
<td>Above Average</td>
</tr>
<tr>
<td>70 – 74</td>
<td>2.00</td>
<td>CC</td>
<td>Average</td>
</tr>
<tr>
<td>65 – 69</td>
<td>1.50</td>
<td>DC</td>
<td>Below Average</td>
</tr>
<tr>
<td>60 – 64</td>
<td>1.00</td>
<td>DD</td>
<td>Pass</td>
</tr>
<tr>
<td>50 – 59</td>
<td>0.50</td>
<td>FD</td>
<td>Unsuccessful</td>
</tr>
<tr>
<td>00 – 49</td>
<td>0.00</td>
<td>FF</td>
<td>Fail</td>
</tr>
</tbody>
</table>

FF1 Unable to continue due to unexcused absences

FF2 Unable to continue due to excused absences
PART SEVEN

RULES AND REGULATIONS OF 1ST, 2ND, AND 3RD YEAR

Mid-term Examinations:

Article 17: During the course of the semester, (classroom education and committees) at least one examination must be given. If the course is a block course, then it is not necessary to give an examination.

Semester Final Examinations:

Article 18: At the end of each term, following the course committee exam, one exam, a general term exam, which includes course committee, is given.

Semester Make-up Examinations:

Article 19: Make-up examinations are given between 2 and 4 weeks after the semester final examinations or the committee examinations have been given. In order to enter the make-up examinations, students must have completed the course and not stopped attending the course for any reason during the semester. For mandatory courses, a make-up examination is not given.

Calculation of Exam Results:

Article 20:

The marks obtained from exams, which are on a scale of 100. Fractions of 0.50 and over are rolled up to the next whole number, fractions below 0.50 are dropped.

In the Course Council exams, the total scores obtained from the different fields of an exam determine the success mark. If a student fails to obtain less than 50% in one or more committee exams, the general or make up exam; the difference between the score he/she gets in that field and 50% of the total score of that field is subtracted from total exam score. In each Course Council, subjects are considered as independent branches and the total grade of each branch is announced at the beginning of each academic year.

Passing Points in Examinations:

Article 21: In order for students to be successful, they must obtain a mark of at least 60%. Their mark is calculated by taking 50% from the mid-term examination and 50% from the final or make up examination. In calculating these ratios, the
fractions aren’t changed; they are kept as they are. On the other hand, while giving passing grades, fractions are converted into whole numbers at stated in Article 20.

The Course Council is applied as a block and therefore the grade is taken from the final or make-up examination.

Grades are calculated out of 100 points. Exam results are announced as grades or points to the students; points can then be converted into marks according to the table in Article 16.

General Average grade (GNO) and Semester Average Grade (YNO)

**Article 22:**

At the end of each term “General Average Grade” (GNO) and “Semester Average Grade” (YNO) are calculated:

Weighted credit point is taken from any course by multiplying the number of credits for a certain course by the success multiple of that course. Total credited points of the course taken by the student since first semester are divided by the total number of credits taken and from this the General Average Grade (GNO) is obtained. Total credited points from the courses taken in a particular semester are divided by the total credits of the courses taken in that semester determining the Semester Grade Average (YNO). The average obtained is shown in two digits past the decimal (Ex. 3.55). At the end of each year “General Average Point” (GNO) and “Semester Average Point” (YNO) are calculated and announced.

**Course Selection**

**Article 23:**

Within the registration period, after students pay their tuition and university fees, they fill out a course selection form under the supervision of their advisor and then determine the courses to be taken via Internet. The process of registration becomes definite.

Those students who have just started Semester 1 have to take all of the mandatory class along with a sufficient number of elective courses. Students that have failed these courses must re-take these courses in order to continue with their education.

Those students, who have passed all the courses the previous semester, may continue with the courses in the following semester.

Those students who have failed the mandatory courses of the previous semester are unable to continue onto the next semester. According to Article 8 students
have the right to the following; every course can be retaken at a maximum of two
times in the cases where a student has failed. When students repeat a course
they must enter all examinations related to that course in order to continue their
education. If the course has to be taken a third time then the student will be
automatically dismissed from the university.

In situations where students only failed one course or council and because of this
they are prevented from continuing to the next level of education may enter
Single Course Examination according to the decision of the Faculty Administrative
Council. This examination is given before the start of the new academic year.

Students that have failed the mandatory courses of one semester or failed
numerous courses and this has prevented them from continuing to the next level
and they have a semester average of at least 1.50 may enroll in Medical English
and choose an elective for the following semester. Those students who have
failed some courses of the previous semester must pass these courses in order to
continue to the next level.

The mandatory professional course, common mandatory courses and/or
electives that a student has failed must be retaken; if one of these courses is the
pre-requisite for another course the student has the option not to participate in
the upper level course. These students are required to enter all examinations and
lectures associated with the course that they failed. By the end of Term III,
students are expected to have passed all courses in order to continue to Term IV.

In order to participate in the courses of Term IV, students must have passed all
major courses up to Term III. If students failed any of Term III’s professional
mandatory courses, common mandatory courses, and/or electives these courses
need to be retaken in order to continue to the next upper level. These courses
can be repeated a maximum of two times and if the student is still unsuccessful
then they are dismissed from the university.

Those students that have passed all the courses in Term III, have the right to
continue with the internship in Term IV.

Students That Were Dismissed

Article 24:

Those students who relation was cut off with the university as they failed in 3
courses or course committees, although they have fulfilled the conditions of
attending Term 1, Term 2, and Term 3, are allowed the right to take three
examinations. The Faculty Administration Council determines the date(s) of these
examinations. Those students who are successful in passing the examinations
that caused the students to end their relationship with the university, may
continue their education where they left off. Those students in this position, the
duration of taking examinations is not considered within the period of education.
Those students that have participated in these examinations are not allowed to benefit from the student rights of the university.

PART EIGHT DECREES REGARDING YEAR 4 AND YEAR 5

Procedure of Internships

Article 25:

In practical training, unexcused and excused absentees have to complete the period that they didn’t attend on the condition that they don’t exceed the period stated in article 11.

Internship Examinations

Article 26:

The students in term IV and V are given a practical training exam. This exam is given in written theoretical, oral theoretical and practical forms (either written or oral). In the calculation of exam scores, written theoretical, oral theoretical and practical exams have equivalent weight. If a student would like to be successful, he/she should get at least 60% of the total points.

In the oral examinations there are at least two academic staff members, but in some cases their maybe only one academic staff member. In situations where the oral theoretical examination and the practical examination are given together, the points from this examination and the points from the written examination are averaged and combined with the points from the internship.

Within three (3) days, the examination results will be announced. All the examinations related to the Internship follow the same guideline.

Internship Make-Up Examinations

Article 27:

Students who fail in one or more than one of the practical trainings in the 4th or the 5th term are given make-up examinations. The students who fail in the make up examination are given a chance of repeating these practical trainings for a second time as long as the time mentioned in the article 8 prohibits. The student who again fails is given practical training make-up examination and if he fails this exam, he is dismissed from the university.

However, at the end of the term, the students whose registrations are cancelled because of failing in at least three practical training by taking a F2 or F3 are given a chance of taking 3 exams on the condition that they must repeat these practical trainings and lessons within three years. These periods are not considered as an
educational period because these students can’t take advantage of student’s rights. Those who succeed in all their practical training exams can continue their education from where they were interrupted.

**Time of Internship Examinations**

**Article 28:**

At the end of each term, at the earliest one week and at the latest four weeks, after completing the internship term; a make-up examination is arranged. A student has to take the make-up examination of the internship that they failed.

For those students who only have one make-up right remaining from the internship and wish to continue to the upper class can benefit from the right of a guest student by cutting off their relationship with the university upon a written application to the Dean’s Office. By doing this, they can be permitted to take the internship examination earlier, without waiting for the term and make-up examination. The student in this status should make his/her application at least one week before the internship examination date.

**Practical Training Mark**

**Article 29:**

It is the mark which is taken in the exam given at the end of the practical training or the practical training make-up examination. These points are converted into a successful grade or multiples according to the boundaries stated in Article 16.

**End of Internship Passing Mark**

**Article 30:**

A student who has succeeded in all of the major courses and internships of the previous term may continue onto the next term. He/she can start the next term with an internship starting on the date preceding the examination. He/she is not permitted to attend an internship which starts before another internship has finished.

**PART NINE DECREES RELATED TO TERM IV (FAMILY DOCTOR)**

**Decrees of Family Doctor**

**Article 31:**

During this period, students’ studies are done in the main branches considering their clinic, polyclinic, laboratory, sports arena, educational meetings and attendance of conferences/ seminars. The department heads will assign duties as
they see necessary.

Elective internships may be assigned at other medical institutions as seen fit by the Faculty Administrative Council.

Students internship marks are given according to their performance of the different areas listed above. These points can be converted according to the chart listed in Article 16. Those students that fail the internship must repeat the full internship.

The students who failed in four or five of the practical trainings are given a chance of repeating it twice and students who fail in three or less of the practical trainings are given a chance of unlimited repetition of the practical training that resulted in a failure. For those who don’t repeat their practical training within 3 years and those who don’t take their exams are considered to renounce their rights and can not take the advantage of this unlimited repetition chance. Students who have the right of unlimited repetition continue to pay their participation fees, but they cannot take the advantage of students’ rights; they only have the right to enter exams.

PART TEN DIPLOMA

Diploma

Article 32:

Those medical students that have successfully completed the 6-term educational period as required by the Faculty of Medicine’s regulations are awarded a diploma.

PART ELEVEN VARIOUS GENERAL DECREES

Objection to Exam Results

Article 33:

Students can raise an objection to their exam results by writing a petition within seven (7) days to the Dean’s Office. These objections are checked by the related lecturers and Term Coordinators. If there is only an error of fact, then the required mark correction is applied. Marks can not be altered or changed because of any other reason. The Dean’s Office shall reply to the objection within fifteen (15) days. All kinds of exam documents are kept for at least 2 years.

Excuse Examination

Article 34:
Examination Dates and Procedures

Article 35:

a) After the declaration of the exam days, no changes can be made. If the Faculty Administrative Council sees that it is necessary to make changes, it must be announced 15 days in advance.

b) Exams may be given as theoretical (written and/or oral) and practical (written and/or oral). In Term I, II, and III, practical exam may not be given.

c) Students have to take the mid-term, course council, final, make-up, internship, and internship make-up examinations on the day(s), time and in classes which have been formerly announced in the exam programs. Those students who don’t participate in the exams (practical or theoretic) are given “FF”. Those who did not participate in one part of the examination are given a zero “0”

d) Those students who cheat or attempt to cheat on an examination are given a zero and are punished according to University Disciplinary Regulations.

e) Examinations of common mandatory subjects such as Turkish Language, Atatürk’s Revolution and Modern History, Foreign Language exams and evaluations are held according to Erciyes University Teaching, Training and Examination Regulations. Those students who have failed in any of these courses can pass onto the next term or class. However, students must pass these courses before the end of Term V in order to continue onto the next term or course.

Academic Coordination and Coordination Committee

Article 36:

Carrying out the education within coordination is provided by the Council of Coordinators. This council is formed by the Chief Coordinator annually elected by the Faculty Administrative Council; term coordinator and assistants under the direction of the dean. Moreover, “a responsible person for each internship course” is determined. Duties of course and apprentice responsibilities are predetermined by the Faculty Administrative Council.
General Physical Appearance and Dress Code of a Medical Student

Article 37:

Physical appearance and dressing of a medical student shall be suitable to a being a university student and appropriate to the special requirements of the Faculty of Medicine.

Completed Decision

Article 38:

Erciyes University Teaching, Training, and Examination Regulations shall be applied for the matters which aren’t mentioned here.

Temporary Article 1

Article 39:

Under these regulations, all unsuccessful faculty students are obligated to be successful in all courses/ internships starting in Term V.

Temporary Article 2

Article 40:

As published on September 30, 1999 in the Resmi Gazete No. 23832, the Erciyes University Faculty of Medicine’s Teaching, Training and Examination Regulations are in effect.

Validity

Article 41:

These regulations shall be enforced as soon as they are published and after the date that the students of the Faculty of Medicine have been informed.

Execution

Article 42:

These regulations are enforced from the Dean’s office.