NEAR EAST UNIVERSITY FACULTY OF MEDICINE, EDUCATION-TRAINING AND EXAMINATION REGULATION

SECTION ONE

Purpose, Content, Foundation and Definitions

Purpose and Content

ARTICLE 1

(1) The purpose of this regulation; To organize the procedures and principles which are applied in the registration, education and examinations of Near East University Faculty of Medicine.

Foundation

ARTICLE 2

(1) This Regulation; was prepared based on the relevant laws dated 4/11/1981 and the 2547 Higher Education Law of the Republic of Turkey and Article 14 and Article 44 of the Higher Education Planning, Evaluation, Accreditation and Coordination Council (YÖDAK).

Definitions

ARTICLE 3

(1) In this regulation, the definitions represent;

a) ECTS: European Credit Transfer System,

b) Dean: Dean of Near East University Faculty of Medicine,

c) Dean's Office: Dean's office of Near East University Faculty of Medicine.

d) Course Credit: A credit is a unit of a theoretical course and / or seminar, a two hour laboratory lecture, workshop, clinical trial, practice, and other activities per week in a semester,

e) Committee of Education: In the presidency of the dean, the board composed of dean assistants, Head of Medical Education Department, chief coordinator, term coordinators and assistants,

f) Faculty: Near East University Faculty of Medicine,

g) Faculty Board: Faculty Board of Near East University Faculty of Medicine,

h) Faculty Board of Directors: Faculty Board of Directors of Near East University Faculty of Medicine,

i) Clerkship: Theoretical or applied lessons or purely applied clinical lessons,

j) Internship: Obligatory and elective clinical rotations during Year VI,

k) RO: Near East University Registrar's Office,

l) Rector: Rector of Near East University,

m) Rectorship: Rectorship of Near East University,

n) Senate: Senate of Near East University,

o) University: Near East University,

p) University Board of Directors: Board of Directors of Near East University,

q) NEU: Near East University,

r) Compulsory lesson: Represents the stipulated lessons of the curriculum which must be taken by the students.

SECTION TWO

Education period, examinations and evaluation related guidelines

Education Period

ARTICLE 4

(1) Education in the faculty; carried out according to the academic calender determined by the faculty administration and confirmed by the senate.

(2) The study period of the Faculty of Medicine is 6 terms (year) and 12 semesters. Each period covers an academic year and it is consists of 32 (thirty two) weeks. One semester goes on for 16 weeks. Midterm and final exams are included in this period. Makeup exams are not included. The senate can shorten or extend these periods if they see fit.

Medium of Instruction

ARTICLE 5

In Near East University, the medium of instruction is Turkish in NEU Faculty of Medicine (Turkish) and English in NEU Faculty of Medicine (English).

Prep School

ARTICLE 6

(1) In order to register for the first period of Faculty of Medicine, the candidates must fulfil the entry requirements,

(2) Candidates of English Faculty of Medicine, must bring some kind of documentation showing that they a) succeeded the language proficiency test or b) they passed an equivalent test designated by NEU prep school.

(3) Those who are qualified to enter Near East University Faculty of Medicine but failed to pass the English proficiency test, will study according to the provisions of the "Near East University Preparatory Training Regulation". Students who fail, repeats the same class next in the following year.

Method of Instruction

ARTICLE 7

(1) In medicine education, Year I, II and III covers the course subjects while year IV and V covers the clinical clerkship period. Year VI is the period of "internship" based on clinical practice.

(2) Year I students select their preferences among the elective courses listed by faculty board and opened in that semester, and report their list to the related term coordinator within the first week of the semester.

(2a) Year 1 students have to choose at least two of the various elective courses which are opened every semester. It is necessary to choose Turkish course for English medicine education. (2b) If there is an excessive imbalance in the number of students selected according to student preferences compared to other courses or classes, students may be placed according to sub preferences. In these courses, the education is organized on the basis of semesters and it consists of 2 (two) semesters called Fall term and Spring term.

(2c) For elective courses, general and makeup exams are held based on 20th and 21st articles of this regulation.

Each year, the education program of the next academic year; is prepared by the term coordinators until the end of August and presented to the Dean after being evaluated by the Education Commission. When the program is finalized, it is announced to the faculty members and students.

Committee of Education:

ARTICLE 8

(1) Coordination of education is provided by the committee of education.

(2) With the presidency of the dean, the board is composed of Vice Deans, Head of Medical Education Department, chief coordinator, term coordinators and their assistants,

(3) The coordinators and their assistants are assigned by the dean in the beginning of the school year. The coordinator and his / her assistants are responsible for the preparation of the curriculum in terms of quality and quantity, for ensuring the attendance order, for preparing the course committee exam, for its implementation and for evaluation of the exam results.

Clerkship Director

ARTICLE 9

(1) One of the instructors in the department giving clinical clerkship, is appointed as the clerkship director by the head of the department.

(2) The clerkship director works in cooperation with the term coordinator and is responsible for ensuring that the clerkship is carried out in accordance with the program.

Matriculation, Registration Conditions and Student Status

Initial acceptance and Registration qualifications

ARTICLE 10

(1) Students are admitted to the Faculty of Medicine, according to the Regulations Near East University Registrar's Office and the regulations of Turkish Higher Education Board and YÖDAK.

(2) The registration takes place according to the academic calender designated by the rectorship.

(3) Students who do not apply on time or do not complete the required documents cannot register.

Student Status

ARTICLE 11

(1) Near East University Faculty of Medicine only accepts full time students.

(2) The student must be registered at the beginning of each semester in order to be able to take advantage of student rights and exemptions and enter exams, and must have paid the tuition fees on time.

Course Exemption

ARTICLE 12

(1) The student who registered for the first time in a faculty can apply for exemption for courses he or she has taken and completed in previous higher education institutions within the first two weeks.

(2) If the student requests exemption, after the opinion of the relevant department is taken through the coordinator, the Faculty Administrative Board evaluates the courses that the student has already succeeded and decides which is to be exempted and which is to be adapted.

(3) Relevant legislation provisions of the Near East University apply for other matters.

Lateral Transfer From Other Universities

ARTICLE 13

(1) In order to register for the Near East University Faculty of Medicine from another faculty of medicine, the following must be fulfilled;

A) Available quota,

B) For those who want to apply for the English groups, they need to pass the Near East University proficiency exam,

C) Their status must be compatible with Turkey Higher Education Institution and YÖDAK.

Registration Renewal and Education Fee

ARTICLE 14

The registration renewal process and education fees are determined in accordance with the Near East University Student Registry and Admission Regulation.

SECTION THREE

ATTENDANCE, CASUAL LEAVE AND LEAVE

COMPULSORY ATTENDANCE

ARTICLE 15

(1) For years I,II and III, attendance to practical (laboratory studies, discussions, seminars, field and clinical studies, etc.) and theoretical lectures are compulsory and register will be taken.

(2) In case the student does not attend more than 20% of the practical courses that are in accordance with the course board of the year without a reason, the student cannot attend to the course board exam and will get "FF."

(3) In case the student did not attend to more than 20% of the practical lessons of any discipline with an excuse, can only attend to the exams with the approval of his/her excuse by The Faculty of Medicine Board of Directors.

(4) The make-ups of practical lessons included in the main course will take place on the date specified in the course board program. If the make-ups of the practicals included in the main course are not possible to be made practically, the student will take a theory exam related with the course and his/her grade will be considered as his/her practical session grade.

(5) The students who did not attend to 25% of any course board without an excuse, cannot attend to the exam of this course board and will get "FF."

(6) The students who did not attend to more than 25% of the theoretical lessons with an excuse, can only attend to the exams if the The Faculty of Medicine Board of Directors approves their excuses.

Excuses

ARTICLE 16

(1) In order for the students to be considered as excused during their education periods with a health record, it is required to be documented by a report taken from an official or inpatient treatment institution and this report must be approved by the Faculty of Medicine Board of Directors. Other health reports shall not be put into effect.

(2) The students whose health excuse is accepted by the Faculty Administration cannot attend to lessons or exams during the time specified on their health report.

(3) Any kind of application related with excuses must be made to Dean's Office within two weeks after the end date of the justification. The applications made after that date, reports that are provided late or the reports that include the written exam dates shall not be put into effect.

(4) The Faculty Administration can approve or disapprove any excuse of the student depending on their opinion.

(5) The rules on attendance mentioned above are for main course lessons, course boards, clerkships and terms.

Leaves

ARTICLE 17

(1) The students may be granted up to one year of leave, in accordance with the law and regulations, with the decision of Faculty Administration in case they present important excuses or they have a opportunity of a scholarship, internship, assignment out of the University which will contribute to their education.

(2) This leave must be demanded before the academic year begins.

SECTION FOUR

SCORES, GRADES, DEGREES AND FACTORS

Scores, Grades, Degrees and Factors

ARTICLE 18

(1) The scores, grades, degrees and factors used for the assessment of Faculty of Medicine exams are given in the table below.

PASSING GRADES

Scores	Grades	Degrees	Factors
90-100	AA	Excellent	4.00
80-89	BA	Excellent	3.50
70-79	BB	Very Good	3.00
60-69	CB	Very Good	2.50
50-59	CC	Good	2.00
45-49	DC	Failed	1.50
40-44	DD	Failed	1.00
35-39	FD	Failed	0.50
0-34	FF	Failed	0.00
	NA	Non-Attendance	
	For grades between AA and CC	SUCCESSFUL, For non-core lessons; Successful	
	For grades between DC and FF	UNSUCCESSFUL, For non-core lessons; Unsuccessful	

SECTION FIVE

PROVISIONS FOR TERM I, II AND III

Course Board Exam

ARTICLE 19

(1) The mid-term exams of Term I, II and III are called Course Board Exam and these exams are made at the end of each board.

General Exams at the End of Term

ARTICLE 20

(1) At the end of each term, at least 15 and maximum 21 days after the Course Board exam, one exam that covers all course boards which is called General Exam of End of Term will be organised.

(2) The General Exam of the elective courses will be made on the date determined in the NEU academic calendar.

Make-Up Exam at the End of Term

ARTICLE 21

(1) This exam will be made each year on the date determined by the Faculty Administration.

(2) The Make-up Exam of the elective courses will be made on the date determined in the NEU academic calendar.

Course Board Grade

ARTICLE 22

It is the grade given to the exam made at the end of Course Board.

Grade of the General Exam at the End of Term

ARTICLE 23

It is the grade of the General exam made at the End of Term.

Grade of the Make-Up Exam at the End of Term

ARTICLE 24

It is the grade of the Make-up exam made at the End of Term.

Term Grade

ARTICLE 25

(1) For years I,II and III, the term grade is equivalent of sum of 60% of the score of the course boards and 40% of the score of the End of Term General Exam. The score of the General Exam at the End of Term consists of 36% of the general exam and 4% of the Good Medical Practice score.

(2) The students who got "FF" from the General Exam at the End of Term will be taken to the End of Term Make-up Exam. The value of sum of 40% of the End of Term Make-up Exam and the 60% average of the Course Board grades is the students' Term Grade.

(3) In order to be successful in the elective courses; the students must get the passing grade specified in the NEU Graduate Education and Teaching Regulation from the elective course General or Make-up exam.

(4) General point average (GPA) is calculated by taking into account all the scores namely the scores of compulsory and elecive courses of the related year

Term Passing Grade

ARTICLE 26

(1) The scores of the exams which are out of 100 will be transformed into grades in accordance with the Article 18.

(2) Term passing grade is 50%. The exam results will be notified to the students only as grades.

Repeating a Term

ARTICLE 27

(1) If the students who did not attend to the General Exam at the End of the Term do not attend to the Make-up Exam at the End of the Term, their End Term Grade will be "FF." The mid-term grades of the students who are in this condition shall not be considered.

(2) The students who do not get a passing grade from the Make-Up Exam at The End of Term shall repeat the term until they are successful.

(3) Students who are not successful in the General and Make-up Exams of the elective courses are obliged to re-take that course to their program without compulsory attendance and attend to the exams.

(4) The students who are not successful in the elective courses until the end of the III. Term cannot begin to the Term IV.

(5) The international students have to speak and write in Turkish fluently at the end of term III.

SECTION SIX

PROVISIONS REGARDING 4TH AND 5TH TERMS

Clerkships

ARTICLE 28

(1) Attendance is mandatory in clerkships during 4th and 5th term (Theoretical courses, discussion sessions, seminars, field, clinical etc).

(2) Should the student not complete 20% of internships within the same year without excuse, they cannot be included in the examination and they receive the NA (absent) grade.

(3) If the excuse of the student is accepted by the administrative board, they still must fulfil the time they were absent in order to take the examination. Should the department desire, the student can take the examination without fulfilling this time.

Clerkships Exam

ARTICLE 29

(1) An examination is held at the end of each clerkship of 4th and 5th terms.

(2) This examination is held in **theoretical** (written or oral or both written and oral) or **practical** (written or oral or both) format. The oral examination is held as **structured oral exam**.

(3) The format of these exams are determined by the departments. The respective term coordinators are responsible for inspecting the exams.

(4) The theoretical and practical exams of this internship are assessed together. A theoretical exam is mandatory. The theoretical exams of respective departments belonging to students who had not attended the practical exam are not evaluated.

(5) The questions in the internship exam are asked based on the intensity of the theoretical and practical content of the respective departments/fields.

(3) The duration and the success during the internship is taken into account while the student is being graded grading.

Internship make-up exam and Redoing Internship

ARTICLE 30

(1) If the student fails one or more internships during the 4th and 5th terms, they are forced to take a makeup exam of the courses they failed after those courses are finished.
(2) If the student fails the makeup exam, they are forced to redo the internship until they pass.
(3) If the student has only one clerkship from the previous year or transferred from another school, in case of failure, **can retake the following clerkship exam as a makeup exam**. If the student is successful in the exam continue their education. In case of failure, must redo the clerkship until being successful.
(4) If the student fails to successfully complete all the internships during a term, they cannot pass to the next year.
(5) The students who are successful in the exams continue their education.

Clerkship Grades

ARTICLE 31

It is the grade received as a result of the internship examination or internship make-up exam.

Term Grade

ARTICLE 32

The average grades of the students who are successful during the 4th and 5th term are determined by the method mentioned in ARTICLE 18.

SECTION SEVEN

PROVISIONS REGARDING 4TH TERM (MEDICAL INTERNSHIP)

4TH TERM

Internship Evaluation

ARTICLE 33

(1) The success of the students is determined through careful consideration of clinical, polyclinical, laboratory and field works, laboratory and epicrisis reports, behaviour and interest towards patients, their shifts and attended seminars, as well as their success in clinical and clinical pathology meetings as mentioned under Article 18.

(2) If the student fails the 6th term internship, they are forced to redo the internship until they pass.

(3) If the student fails to successfully complete all the internships during this term, they cannot graduate.

SECTION EIGHT

DEGREES AND CERTIFICATES

Degrees

ARTICLE 34

Medical Doctor Degree: "Medical Doctor Degree" is given to students who successfully complete the 6 (six) years of education-training.

SECTION NINE

Objection To Exam Results

ARTICLE 35

(1) The students can make their objections to the Dean's office no later than 14 (fourteen) days after the results are announces.

(2) These objections are reviewed by the respective coordinator.

(3) If a tangible error is found, necessary grade changes are made. Grades cannot be changed for no other reason.

Exam of Excuse

ARTICLE 36

(1) Exam of excuse is coordinated for any student who could not attend any Board of Courses or Clerkship exams and their excuses are found valid by the Administrative Board.

(2) The Exam of Excuse is held on the date appointed by the Faculty Administrative Board.

(3) No other exams of excuse are held for term finals and make-up exams.

Pre-condition and Repeating Term

ARTICLE 37

(1) For Medical Doctor training a term is the pre-condition of the next term. For that reason if a student who fails a term cannot move on to the next one.

(2) The student repeats the term they failed during 1st, 2nd and 3rd terms and repeats the clinical clerkships during 4th, 5th terms or internships during 6th term which they failed.

(3) Elective courses must be completed until the end of 3rd term.

Days and Methods of Examinations

ARTICLE 38

(1) Date of examination cannot be changed after being announced.

(2) This examination is held in **theoretical** (written or oral or both written and oral) or **practical** (written or oral or both written and oral) format. Practical exams may be omitted if necessary.

(3) Academic personnel and instructors can do examinations during the course and/or practical sessions for some or all of the students with or without announcing beforehand.

(4) The students must attend the exams on the day and time appointed. If a student does not attend the exam on time or any one of the theoretical or practical parts, they are given an "FF" grade.

(5) Any student who cheats or attempts to cheat during exams are given an "FF" grade and are put under disciplinary investigation.

(6) The students are required to take mandatory joint courses and succeed as agreed upon by Near East University senate. The provisions of "Near East University Degree Training and Examination Regulations" are applied to mandatory joint courses.

Level of Success

ARTICLE 39

The average of all the terms of students are taken into account in order to convert the scores into grades while graduating to determine the graduation success rates.

Term Grade Average	Level of Success
3,50 - 4,00	Very Good
2,50 – 3,49	Good
2,00 - 2,49	Satisfactory

Overall Appearance and Attire of the Students

ARTICLE 40

(1) Overall appearance and attire of the students must be appropriate for a university student and must fulfil the special conditions required by the Faculty of Medicine as well specific conditions of physician profession.

(2) Provisions of "Higher Education Institutions Student Disciplinary Regulations" are applied onto students who do not comply with the decisions of the officials.

Validity

ARTICLE 41

These regulations will be valid from the start of 2017-2018 school year for all students on the date it was announced.

Enforcement ARTICLE 42

The provisions of this regulation are enforced by the Rector.