# T.C.

ISTANBUL MEDIPOL UNIVERSITY INTERNATIONAL SCHOOL OF MEDICINE

EDUCATION AND EXAM INSTRUCTION\*

**FIRST SECTION**

Aim, Scope, Base, and Definitions

**Aim**

**ARTICLE 1** - (1) The aim of this instruction is to regulate the principles of education and exams in the International School of Medicine of Istanbul Medipol University.

# Scope

**ARTICLE 2** - (1) This instruction covers the provisions on regulating the "Medical Doctorate" training program, making assessments and evaluations, diplomas and titles, internships and other educational activities.

# Base

**ARTICLE 3** - (1) These principles were published in the Official Gazette dated 17.08.2012 and numbered 28387 and entered into force by the “Istanbul Medipol University Associate and Undergraduate Education Regulations” and the “Doctorate, Nursing Regulations” published in the Official Gazette dated 02 February 2008 and numbered 26775. It has been prepared based on the Regulation on the Determination of Minimum Education Conditions for Midwifery, Dentistry, Veterinary, Pharmacy and Architecture Education Programs.

# Definitions

**ARTICLE 4** - (1)The definitions in this instruction refer to;

1. Weighted Score: The score obtained by multiplying the scores of the course committee, non-board course or internship with the “ECTS” value of the relevant course board, non-board course or internship
2. Chief Coordinator: The faculty member who ensures the regular conduct and coordination of education,
3. Supervisor: The faculty member who deals with the education and other problems of the students and is appointed by the School Administrative Board upon the recommendation of the Chief Coordinator,

ç) Course Boards Weighted Average: The weighted average of the student's grades from the course boards,

1. Course Board: Each of the multidisciplinary education units with integrated knowledge, skills and attitude objectives, which consist of interrelated systems or subject groups in the Term-I, II and III of the education program,
2. Chairman of the Course Board: The lecturer appointed by the Dean, after being suggested by the term coordinator among the lecturers who have courses in the course committee,
3. Course Board Score: The score obtained from the practical and theoretical exams in the form of midterm exams held at the end of each course committee in Term-I, II and III,
4. Diagnostic Exam: An assessment exam or exams conducted to determine the level of knowledge they have from the pre-learning requirements, the scope of which is explained to the students at the beginning of the course or internship committee,

ğ) Term: Two-course semesters covering a minimum of sixteen weeks (year integrity is essential in education),

1. Term Coordinator: The faculty member assigned by the Dean for the regular conduct and coordination of education,

ı) Integrated System: The education-teaching model in which related biological systems in Term-I, II and III are taught in different courses in the same course board,

1. Formative Exam: Midterm exams or exams held for evaluation for teaching or training during a course committee/internship,
2. General Weighted Grade Point Average (GANO): The score obtained by dividing the sum of the credit weighted points of all the course programs taken by the student since the first year of the education period by the total ECTS value of these courses,
3. Final examination: An examination held at the end of the semester or year in which a course is completed; Board Final examination In Term-I, II and III, the exam held at the end of the year covering the subjects of the course committees taken throughout the year; Internship Final examination, which covers the internship subjects and is held at the end of the internship,

# Internship: 12 (twelve) months of the education process, including theoretical lessons and practical applications in Term-6,

1. Optional Elective Courses: Not included in the curriculum in which the student is registered and not counted towards the elective courses related to the program to complete the credits required for graduation; Courses are taken at his request and with the approval of his advisor to increase his knowledge, good manners and general culture,
2. Theoretical Exams: Written or electronic exams to measure learning at different levels,
3. Board Success Score: The score obtained from the sum of 60% of the weighted average score of the course committees and 40% of the final exam score of the board,

ö) Chairman of the Board: The academic member recommended by the Term Coordinator and who assists the Term Coordinator in maintaining and organizing the examinations of each committee in Term-I, II and III,

1. Pre-Graduation Curriculum Development Commission: In line with the mission and vision of the faculty, the responsible unit that provides the development of the undergraduate medical education program, provides and implements consultancy services, and is established to conduct education and research on this subject,
2. Shared Compulsory Courses: Compulsory courses defined in article 2547/5(ı) excluding the course committee,
3. Measurement and Evaluation Commission: The unit that determines and supervises student measurement and evaluation tools and methods, create a question bank, and makes statistical analysis of questions and exams,

ş) Program Evaluation Commission: The responsible unit that prepares and implements feedback forms for students, lecturers and administrative staff before graduation, collects and evaluates the relevant data, and reports them to the "Pre-Graduation Curriculum Development" and "Measurement and Evaluation" commissions,

1. Annual Weighted Grade Point Average (SANO): The score obtained by dividing the sum of the weighted points of the courses completed by the student in each semester/class by the total ECTS value of these courses,
2. Internship: In the 4th and 5th semesters, practical (applied) and theoretical education in clinical sciences,

ü) Internship Coordinator: The faculty member who is responsible for the initiation, maintenance and conclusion of the internship, determined by the relevant departments in the clinical education periods,

1. Summative Exam: The theoretical and practical exam or exams held at the end of the course committee and internship to measure the degree of achievement of the education given to the target,
2. Practical Exams: Exams used to evaluate the use of knowledge, attitudes and skills individually or as a whole,

Exams are as follow:

* 1. Objective Structured Clinical Exams (NYKS/OSCE),
  2. Objective Structured Practice Exams (NYPS/OSPE),
  3. Bedside Information Evaluation Exams (HBBDS/MIKS),
  4. Bedside Vocational Skills Measurement Exams (HBMBDS/GBG)
  5. Case-Based Measurement Exams (OTDS),
  6. Professional Behavior Measurement Examinations (MDDS),

1. Structured Oral Exam: An oral exam with pre-prepared and scored answers accompanied by a camera recording,

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**SECOND SECTION**

**Education Process and Education Programmes**

**ARTICLE 5** - (1) The education period at the International School of Medicine is 6 (six) years, and this period does not include the preparatory class.

1. Medical education; Course committees in the 1st, 2nd and 3rd terms, internships in the 4th and 5th terms, and internship in the 6th term. There are also non-board courses and optional elective courses.
2. 4th and 5th-semester internships and internships are done at the university's hospitals and health practice and research centres. Internship training outside the institution takes place only with the decision of the School Administrative Board.
3. Vocational Skills and Scientific Research Projects Board: In Term-I, II and III, to improve the professional skills of students, practical applications in different department laboratories and hospital environment accompanied by the relevant faculty member and access to information on a subject of interest under the supervision of a consultant faculty member. These are small study group lessons. They prepare at least one presentation in the form of a poster, oral presentation or panel discussion by using the methods of use and evaluation or by taking part in a laboratory project.
4. Non-board courses and optional elective courses are given based on passing the course. The success score is 60 (sixty) out of 100 (one hundred). It is essential to take these courses and be successful in graduating from the International School of Medicine. These courses are required to be completed before internship, except compulsory.
5. Education is based on passing a class in Term-I, II and III, and passing an internship in Term-IV, V and VI. Therefore, the student repeats their class in Term-I, II and III and internships in Term-IV, V and VI.
6. Students who want to go to another institution in the country or abroad for an internship within the framework of National and International Student Exchange Programs can be sent to educational institutions accepted by the School Administrative Board upon the approval of the academic program equivalence term/internship coordinator.
7. Within the framework of Student Exchange Programmes, 4th and 5th-grade students who want to do an internship at another institution can be sent to educational institutions whose semester/internship equivalence is approved by the School Administrative Board. Students can be exempted from internships completed in any other institution by the decision of the School Administrative Board.

# Language of Instruction

**ARTICLE 6 –** (1) The language of instruction in the faculty is English. In the education given in English, exams are also held in English. English books are watched in the lessons, homework, projects and reports are also done in English.

# Compulsory Preparatory Training

**ARTICLE 7** – (1) Foreign language preparatory class is compulsory, and the preparatory education period is a maximum of 2 (two) years. At the end of this period, students who fail in the preparatory class are processed according to the relevant current legislation. Placement exams and matters related to English Preparatory Class are carried out within the provisions of "Regulation on Foreign Language Teaching and Principles to be Followed in Foreign Language Teaching in Higher Education Institutions" and "Istanbul Medipol University English Preparatory Class Education Instruction".

# Turkish Preparatory Education

**ARTICLE 8** – (1) International students are required to certify that they know Turkish at a level to be able to follow professional subjects and to interview patients/patient relatives they will encounter in clinics and be successful in the Turkish proficiency/level determination exam to be held by our university. The duration of the Turkish preparatory education is the same as the minimum duration of the foreign language preparatory education to make their Turkish level sufficient.

# THIRD SECTION

Coordinatorships, Course Board/Internship and Commissions Chief Coordinator

**ARTICLE 9**- (1) The Chief Coordinator is appointed by the Dean from among the International School of Medicine faculty members for four years. Two assistants of the Chief Coordinator may be appointed. The Chief Coordinator supervises the implementation of all education together with the other term coordinators in line with the aims and learning objectives of the faculty.

# Vice-Chief Coordinator

**ARTICLE 10** - (1) The Vice Chief Coordinator is appointed from among the faculty members of the International School of Medicine upon the Chief Coordinator's proposal and the Dean's approval. With the departure of the Chief Coordinator, the duties of his assistants also come to an end.

**The Duties of the Vice**-**Chief** **Coordinator**

# ARTICLE 11 – (1)

1. Together with the Chief Coordinator and Coordinators, it ensures that the programs are prepared and implemented in accordance with the integration.
2. He supervises the execution of the relevant course boards in integrity and harmony, together with the Coordinators and Heads of Course Boards.
3. It checks the exam assignments prepared by the Term Coordinators and ensures that they are carried out without interruption.

# Coordinators

**ARTICLE 12** - (1) Each class has a Coordinator and a Vice-Coordinator. Coordinators are appointed by the Dean from among the faculty members of the International School of Medicine for 3 (three) years for each semester. The coordinators designate one of the International School of Medicine faculty members as their assistant, recommending it to the Dean's Office. The coordinator and his assistants whose term has expired can be reassigned.

**The Duties of the Coordinators**

# ARTICLE 13 – (1)

1. They prepare and propose the academic calendar draft of the class responsible for and implement the determined academic calendar.
2. The suggestions of the instructors who will give the courses, the preparation of their programs

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1. The integrity of the program of the period for which he is responsible and regularly

enables execution.

ç) At the end of each course committee, it evaluates the feedback from the lecturer and the student and informs the Coordinators Board.

1. It ensures that the course committee exams, internship exams, make-up exams, final exams and make-up exams are applied smoothly by cooperating with the Chairmans of the Course Board.
2. Evaluation of the exam, teaching and calculating and explaining the results

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1. In solving the problems of the students of the term, he was responsible for, and

helps in orientation.

1. He is responsible for preparing the academic calendar, course-exam-orientation programs of the semester and inputting them into resource planning.

# Board of Coordinators

**ARTICLE 14** - (1) Consists of the Dean or Vice-Dean, the Chief Coordinator, the Vice Chief Coordinators, the responsible Coordinator of each course and the Deputy Coordinator. This board is responsible for making the general planning and coordination of education and exams in line with the opinions of the departments in each academic year and completing the documents related to the program information.

# Duties of the Board

**ARTICLE 15** - (1) The duties and powers of the Board are given below.

1. The Board usually meets at the beginning and end of each academic year.
2. It ensures that the education in the faculty is carried out regularly and harmoniously based on the academic calendar, and provides information and suggestions to the Faculty Board on this subject.
3. In the spring semester of the academic year, it prepares the academic calendar for the next academic year, completes its studies on the determination of the courses and presents it to the Faculty Board.

ç) Examines the results of the student exams, determines the reasons for success or failure, and, if necessary, presents them with a report to the Dean's Office.

1. Within one month following the end of the academic year, it evaluates that academic year and presents the results to the Dean.
2. In obligatory cases, they submit a proposal to the Dean to change the program to prevent disruptions in education.
3. It presents the opinions and suggestions about the changes required to improve the quality of education, course training tools and their infrastructure to the Dean's Office.
4. Prepares opinions and suggestions about the changes to be made in the internal legislation of the faculty related to education and presents them to the Dean's Office.

ğ) Informs the Dean's Office about students dismissed from education due to absenteeism or other reasons.

1. Makes suggestions regarding the course exemption and transfer procedures of students admitted through lateral transfer and international students and their adaptation to courses.

ı) Recommends an advisor to each student enrolled in the faculty to assist them in matters related to education. Monitors and analyzes student counselling services and prepares an opinion on this subject.

1. It carries out other studies requested by the Dean regarding education, gives opinions when necessary, and conveys the views of the Departments and Coordinators.
2. It provides the program information to be entered into the MEBIS by determining the compatibility of the subject headings of the courses with the Core Education Program (CEP) and the relevant regulations with the relevant Departments.

# Commissions

Pre-Graduation Curriculum Development Commission and Duties

**ARTICLE 16** - (1) It is the commission that ensures the continuous improvement and development of the undergraduate medical education program within the framework of national and international developments and regulations with a holistic approach in line with the mission and vision of the International School of Medicine. The composition and duties of the commission are determined in the working procedures and principles to be issued by the School Board.

# Measurement and Evaluation Commission

**ARTICLE 17** - (1) It is the commission responsible for the determination and supervision of student measurement and evaluation tools and methods and the continuous and strategic evaluation of all activities related to the evaluation of questions and exam-related statistical analyzes with an integrated system approach. Its formation and duties are determined in the working procedures and principles of the commission to be issued by the School Board.

# Program Evaluation Commission

**ARTICLE 18** - (1) To evaluate the International School of Medicine Pre-Graduation Medical Education Program continuously and systematically, to evaluate the students, lecturers, external stakeholders- etc. It is the commission that receives and implements the feedback, collects and evaluates the data and reports it to the Pre-Graduation Curriculum Development and Measurement and Evaluation Commission. The working principles and procedures of the commission to be formed by the School Board are determined.

# FOURTH SECTION

# Transfer and Continuation Transfers and Course Exemption

**ARTICLE 19** - (1) The number and terms of students to be accepted through lateral transfer are determined by the School Board and submitted to the Rectorate. Lateraltransfer procedures are carried out following the provisions of the Regulation on the Principles of Transfer between Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer and Istanbul Medipol University LateralTransfer Instruction.

1. The quota of students applying for lateral transfer from abroad or from abroad is determined by the School Administrative Board within the framework of the Higher Education Council Legislation.
2. Students who leave another higher education program and enrol in the faculty cannot request exemption from in-committee courses. The transfer of non-board courses is decided by the board of directors.

# Registration Renewal

**ARTICLE 20** – (1) Registrations are renewed at the beginning of each semester between the dates determined by the academic calendar. During the registration renewal, the courses that the student will take in that semester are also determined. Students can add or remove courses they will choose in that semester within the periods determined in the academic calendar. The registration of students whose excuses are accepted by the relevant units can be postponed until the end of the add-drop period at the latest. The status of students who do not renew their registration for two consecutive semesters is decided upon by the Board of Directors. A student who does not complete the course selection/registration process is deemed to have waived his right to study in that year/semester, will not be continued in the courses, will not be taken to the exams. If any, the exams taken will be deemed invalid.

# Attendance Obligation

**ARTICLE 21** - (1) Attendance to classes, laboratories/practices is mandatory. A student who does not attend more than 30% of the theoretical courses and more than 20% of the applied courses is not taken to the course committee exam. Since 4th and 5th grade internships and internships are considered practical training, there is an attendance requirement. A student who does not complete the course selection/registration process is deemed to have waived his right to study in that year/term. He is not admitted to the courses and exams, and the exams he takes, if any, are considered invalid.

# Registration Freeze and Leave of Absence

**ARTICLE 22** – (1) In case of justified and valid reasons, one or two semesters may be granted upon the written application of the student or their representative. Students' permission requests and reasons are evaluated by the administrative board, and the result is reported to the Rectorate. For the students in the foreign language preparatory class, the opinion of the preparatory class coordinators is taken; a student can be allowed a maximum of two semesters at a time and a total of 4 semesters during the whole education period.

1. Leave periods are not counted as education time. Permission requests; Except for health and other compulsory reasons, it is done until the last day of the add-drop period each semester, together with the reasons and documents. Students who have been taken into custody or arrested, whose detention or detention has ended or who have been acquitted of the crime they are on trial for being considered on leave for this period. These students pay the total tuition fees.
2. Students who have to take a break from their education due to their military service are considered to leave until they complete this service. These students continue their education in the academic year following the end of their military service.
3. Students participating in scientific, social, cultural and sports activities and competitions to represent Turkey or the university are deemed to be on leave from classes and exams with the decision of the Senate. These students are taken to make-up exams from the exams they could not take at that time.
4. By contributing to the education of the students, with or without a scholarship, in case of opportunities such as domestic/international education, internship, research, increasing knowledge and experience, leave can be granted for a maximum of one year with the relevant Board of Directors Decision. These permissions are included in the education period, and applications on this subject must be made before the end of the add-drop period. These students are also responsible for paying the tuition fee.
5. Students on leave can continue their education from where they left off by registering at the end of the leave period. If they are successful or exempt from the preparatory class at the end of the first semester, they can start their education in the next academic year by being considered on leave in the spring semester.
6. Students must certify their health excuses during the education period with a report they will receive from the Practice and Research Hospitals affiliated to Istanbul Medipol University, or at any inpatient treatment institution in cases where this is not possible, such as during the holiday period, and to do so within 5 (five) working days from the exam date. They must be submitted to the University's Health, Culture and Sports Department for approval. Among the students whose reports are approved and submitted to the relevant Dean's Office, those whose health excuses are accepted by the Executive Board can take the make-up exams. Health reports other than those specified in this article are not processed. Students cannot attend classes and cannot take exams during the reporting period.

# FIFTH SECTION

# Provisions Regarding Score, Grade, Grade and Minimum Scores, 1st, 2nd and 3rd Classes

Board Success Score

**ARTICLE 23** – (1) The weighted board scores are calculated by multiplying the ECTS value of each of the student's course committees with the ECTS value of that course committee. The total score of the weighted boards is divided by the total ECTS value of the boards, and the "weighted average score of the course boards" is obtained.

1. Students whose course committee weighted average score is 75 (seventy-five) and above are considered exempt from the board final exam. 74,45 (seventy-four full, 45 percent) points or more are rounded up to 75 (seventy-five). Students who want to take the board final exam to increase their weighted average score should notify the Dean's Office in writing at least seven days before the exam date and declare that they have waived their exemption rights and grade. It is necessary to get at least 50 (fifty) points out of 100 (one hundred) full points from the board final exam. Students who cannot get at least 50 (fifty) points from the board final exam are considered unsuccessful even if the sum of the weighted average score of the boards + the contribution rates of the board's final exam score is 60 (sixty).
2. For students whose Course Committees Weighted Average Points are below 75 (seventy-five), the sum of 60% of the average of the weighted committee points and 40% of the score obtained from the board's final exam is considered as the “Board Success Score”.
3. The success score of non-committee and optional elective courses is 40% of the score obtained from the midterms or activities that replace the midterm exam and the score obtained from the final exam. It is obtained by evaluating 60% together.

# Make-Up Exam

**ARTICLE 24** - (1) It is the exam held for students whose board success score is below 60 (sixty) and stands for the board final exam score.

1. It is an exam made for students who fail non-committee courses and elective courses and replaces the final exam score.
2. Despite being successful, the student who optionally takes the make-up exam to increase the score waives the final exam score.

# Minimum Scores

**ARTICLE 25** - (one) ) A minimum score is applied in the course committee exams. If the student fails one or more of the courses within the scope of the exam with a score below 50%, the difference in the score between the score obtained in that course and 50% of the total score of that course is deducted from the total score of the exam. No threshold is applied in the general and make-up exams held at the end of Term-I, Term-II and Term-III.

(2) In case of cancellation of a question for any reason, the scores of the cancelled questions are taken into consideration, and the unit scores of the questions that remain in the evaluation are re-calculated and graded. For questions with more than one correct answer, each correct answer is evaluated. If a mistake is made in the root of the questions of this nature, this question is cancelled, and the calculation is made according to the unit scores of the questions left to the evaluation.

**SIXTH SECTION**

Provisions Regarding Period-I, II and III Grade Pass

**ARTICLE 26** - (1) In the 1st, 2nd and 3rd semesters, education is based on passing a grade. "Board Success Score" is taken as the basis for passing the class. To pass the class, the Board Success Score must be at least 60 (sixty).

(2) For students whose Course Board Weighted Average Points are 75 (seventy-five) and above, the board success score is the “course committee weighted average score”.

# Grade Repetition

**ARTICLE 27** – (1) In the following cases, the student repeats that grade:

1. Those who do not take the board final exam and make-up exam even though the Course Boards Weighted Average Point is below 75 (seventy-five),
2. Those who score below 50 (fifty) in the board final exam and make-up exam,
3. Those whose “Board Success Score” is below 60 (sixty),

ç) Those who cannot take the board final exam and make-up exam due to absenteeism.

# SEVENTH SECTION

Provisions Related to Term-IV and V Grades

Internship Exam and Score

**ARTICLE 28** – (1) In the 4th and 5th grades, the theoretical and practical exam at the end of each internship is called the “internship exam”. Exams can be held written and oral. The form and evaluation parameters of the exams are announced to the students by the Internship Coordinator at the beginning of each internship. The success score is 60 (sixty) out of 100 (one hundred). Students with more than 20% absenteeism in internships cannot take the internship exam. The student is taken to the make-up exam on the date specified in the academic calendar from the internship or internships; Students who fail this exam due to absenteeism repeat their internship or internship.

# Grade Passing Score

**ARTICLE 29** – (1) In the 4th and 5th grades, the scores of the students who are successful in the exams of all internships are calculated according to the parameters and contribution rates announced by the relevant Coordinating Offices.

# EIGHTH SECTION

Provisions Related to Term-VI

Internship- 6th Class Provisions

**ARTICLE 30** – (1) The success of students in the 6th grade, **theoretical lectures given** clinical, outpatient, laboratory and field studies; held seizures; prepared patient files; Considering the patients, patient owners, their relations with the physicians and students in other professional groups, and the training meetings they attend, they are evaluated by the faculty member assigned by the relevant Department Head and a score is given out of 100 (one hundred) using their opinion. The success score is 60 (sixty) out of 100 (one hundred). Students who fail due to absenteeism repeat their internship or internship.

# Teaching Level/Diplomas

**ARTICLE 31** – (1) The following diplomas are awarded at the International School of Medicine:

1. After completing their 1st and 2nd term education at the School of Medicine, those who left the university without completing 6 (six) years of medical education for any reason, upon their request, with the decision of the Board of Directors, "Bachelor's Degree" published in the Official Gazette dated 18.3.11989 and numbered 20112. "Associate Degree Diploma in Basic Medical Sciences" is awarded within the framework of the Regulation on Obtaining Associate Degree Diplomas or Adaptation to Vocational Schools for those who have not or cannot complete their education. The GPA obtained at the end of the second semester is shown as “ASSOCIATE DEGREE GRADUATE GPA” in the transcript given at the end of this education period.
2. After completing their 1st, 2nd, 3rd and 4th-year education at the International School of Medicine, those who leave the university without completing 6 (six) years of medical education for any reason, or those who continue their education but who request it, by the decision of the Board of Directors. Bachelor of Science in the field” can be awarded. Students who receive this diploma have the right to apply to graduate programs if they meet the requirements. GPA obtained at the end of the fourth year is shown as “Undergraduate GPA” in the transcript given at this education period.
3. A “Medical Doctorate Diploma” is given to those who have completed the required, common compulsory and optional elective courses during the 6 (six) years of education required for a medical doctorate and completed at least 360 ECTS for graduation. GPA obtained at the end of 6 (six) years of education is shown as “MEDICAL EDUCATION GRADUATION GPA” on the transcript.

# NINTH SECTION

Various Provisions Circumstances Not Provisioned in the Regulation

**ARTICLE 32** - (1) In cases where there is no provision in this instruction, action is taken following the Istanbul Medipol University Associate and Undergraduate Education Regulations, other relevant legislation provisions, University Administrative Board and Senate Decisions and School Management and School Board Decisions.

# Repeal

**Article 33** – (1) As of the effective date of this instruction, the “International School of Medicine Education and Examination Instruction”, which was accepted with the decision of the University Senate dated 16.12.2014 and numbered 2014/35-06, has been repealed.

# Enforcement

**ARTICLE 34** – (1) The provisions of this instruction come into effect on the date it is accepted by the University Senate to be implemented as of the 2018-2019 academic year.

# Execution

**ARTICLE 35** – (1) The provisions of this instruction are executed by the Dean of International School of Medicine of Istanbul Medipol University

\*Accepted by the University Senate's Senate Decision dated 03/07/2019 and numbered 2019/07-02.