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ISTANBUL MEDIPOL UNIVERSITY SCHOOL OF MEDICINE

EDUCATION AND EXAM INSTRUCTIONS FOR STUDENTS OF SPECIALIZATION IN MEDICINE AND MINOR PROGRAMME\*

FIRST SECTION

Aim, Scope, Base, and Definitions

Aim

**ARTICLE 1** – (1) The aim of this instruction is to regulate the procedures and principles of Medical Specialization and Minor Programme in the Departments and Sciences of the School of Medicine of Istanbul Medipol University.

# Scope

**ARTICLE 2 –** (1) This instruction; covers the students who received the Medical Specialization and Minor Programme Specialization Education in the Departments and Sciences of the School of Medicine of Istanbul Medipol University and the lecturers and staff involved in the education.

# Base

**ARTICLE 3** – (1) This instruction has been prepared based on the Regulation on Specialization Training in Medicine and Dentistry published in the Official Gazette dated 18 July 2009 and numbered 27292.

# Definitions

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

Department: Units providing specialized training in the main branch at Istanbul Medipol University School of Medicine,

1. Branch of Science: Units that provide sub-branch specialization education affiliated to the department,
2. Ministry: Ministry of Health,

ç) Head of the unit: Heads of the relevant department or science in the faculty,

1. Department: Istanbul Medipol University School of Medicine departments of surgery, internal medicine and basic medical sciences,
2. Core training programme: The minimum education and training that must be applied during specialization training, as specified in the Regulation on Specialization Training in Medicine and Dentistry, which was published in the Official Gazette dated 18.7.2009 and numbered 27292 and put into effect with the Council of Ministers Decision dated 29.6.2009 and numbered 2009/15153,
3. Dean: Dean of Istanbul Medipol University School of Medicine,
4. Dean's Office: Istanbul Medipol University School of Medicine Dean's Office,

ğ) supervisor of education: Faculty members who are responsible for the training of medical residency students as defined in the Regulation on Specialization Training in Medicine and Dentistry,

1. School: Istanbul Medipol University School of Medicine,

ı) Report Card: The report card in which the activities related to the education received by the specialization students in medicine during their specialization education are recorded,

1. Elective credit: The credit that consists of the sum of the credits that the medical residency students will receive separately from each of their studies, excluding compulsory activities, during their education period,
2. TUEK: Istanbul Medipol University School of Medicine Medical Specialization Education Coordinator,
3. Specialization training: The specialization education and training required to become a specialist in the major and minor programme branches according to the Regulation on Specialization Training in Medicine and Dentistry, this Regulation and other relevant legislation,
4. Specialization Student: Students who receive specialization training in the main and minor programme branches in the field of medicine, according to the Regulation on Specialization Education in Medicine and Dentistry and the provisions of this Regulation,
5. Semester: Each six months based on the start date of the residency student,
6. Year: Each year, based on the start date of the residency student,
7. Compulsory credit: It refers to the credit that consists of the sum of the credits that the medical speciality students will receive separately from the studies they are obliged to do each year during their education period.

**ARTICLE 5-**(1)

# SECOND SECTION

Medical Specialization Education Coordinator

1. A Medical Specialization Education Coordinatorship (TUEK) is established to coordinate the theoretical education and application studies of the medical speciality students, do the general planning, and monitor the implementation after the approval of the Faculty Board.
2. TUEK: It consists of seven members, under the presidency of the Dean, three department heads and one faculty member from each of these departments elected by the Faculty Board for three years. A member whose term has expired can be re-elected.
3. TUEK meets twice a year with the absolute majority of the total number of members, and the decisions are taken by the majority of the votes.

**Duties of the Coordinator of Special Education in Medicine**

# ARTICLE 6 –

1. To ensure coordination in all courses, seminars, literature studies, applications, courses, symposiums, conferences, rotations and similar programmes prepared by the academic boards of the department and science for the education of medical speciality students,
2. Preparing a training file for each of the speciality students in medicine and keeping the certificates of proficiency and achievement of the training studies conducted in accordance with the Regulation on Specialization Training in Medicine and Dentistry,
3. Examining the report cards and training documents of medical speciality students every six months, confirming the compliance of the studies with the Regulation on Specialization Training in Medicine and Dentistry, ensuring that the deficiencies of those who are not approved are completed,

ç) To formally examine the speciality theses of medical speciality students in terms of their compliance with thesis writing rules, to return the ones that are determined to be unsuitable and to ensure that the theses are prepared in accordance with the regulations,

1. To submit a report on its activities to the faculty board once a year,
2. Representing the faculty in matters related to speciality education in medicine among institutions,
3. To present the problems that the commission cannot resolve to the Faculty Board.

# THIRD SECTION

Principles Regarding Specialization Training, Follow-up and Evaluation

Duties of Medical Residency Students

**ARTICLE 7 –** (1) Duties of medical residency students are as follows:

1. To assist education and training and to carry out necessary scientific studies,
2. To perform the duties required by education and training and all other services related to this duty,
3. Participating in training programmes such as theoretical courses and seminars determined by the academic boards of the department and making their applications,

ç) To carry out the given examination, research and publication tasks in a timely and appropriate manner,

1. Helping students with their work and practice,
2. To fulfil other duties assigned by the University or Faculty organs.

# Jobs Incompatible with Specialist Training

**ARTICLE 8 –** (1) During their education, medical residency students, cannot work for paid or unpaid work in private or public institutions and organizations and foundations outside the University. They cannot open a practice, except for the education, training, research, and application studies speciality education requires.

# Cases that are not Counted to the training period

**ARTICLE 9 –** (1) Except for the annual leave and the leave periods for scientific meetings, the periods not spent in training are not counted as the periods of specialization training and rotation.

# Disengagement

**ARTICLE 10 –** (1) The medical residency student is dismissed in the following cases:

1. A medical speciality student who receives a negative opinion in the evaluation forms filled in by the Head of the department or department every six months of the education is warned in writing by the Dean. If a student gets a negative grade twice,

their unit or institution is changed within the framework of the relevant legislation. A residency student who receives a negative opinion score twice in the new education unit is dismissed from the studentship regardless of the length of service.

1. A specialization student whose thesis is rejected for the third time or who does not submit their thesis within the additional time given for the thesis according to the Regulation on Specialization Education in Medicine and Dentistry is dismissed from their residency. Students who have been dismissed complete their thesis as candidates for specialization. The specialization candidate who cannot complete his thesis within two years is dismissed from the specialization training.
2. Those who fail the second exam or those who do not take this exam are dismissed from their residency. In this way, those who have been dismissed from specialization are given the right to take two exams within the following six months. The rights of those who are not successful in these exams or who do not take the exams are terminated.

# Specialization Training

**ARTICLE 11-** (1) The education and training of residency students are carried out according to the extended education curriculum prepared by the units and updated when necessary, to include the core education curriculum determined by the Ministry of Health Medical Specialization Board. The training process consists of the following stages;

1. **Education:** The institution and the department are introduced to the new residency student for compliance within the framework of a programme prepared by the department. Information about the training, legal responsibilities, rights, duties, professional development, communication and deontology required for the successful completion of the residency training is given. The list of theoretical courses and other activities to be given each year by the Departments/Sciences to meet the core education curriculum of the residency students during their education period is notified to the Dean's Office before the start of the academic year.
2. **Research:** Residency students must take part in at least one experimental or clinical research (other than thesis work) during the residency period. More than one specialization student can take part in the same study. Researches involving specialization students are recorded in the education reports and signed by the coordinator of the study.
3. **Rotations:** Specialization and rotation periods in medicine are applied according to the principles determined in the regulation. Other rotations that are not included in the regulation but deemed necessary by the decision of the Board of the Department/Science can be made with the recommendation of the Department or Department of Science, the positive opinion of the TUEK, and the decision of the Faculty Administrative Board. The content and duration of these rotations are decided together by the department sending the rotation and the department accepting the speciality student. For rotations to be made outside the institution, the reasoned decision of the Department Board, the positive opinion of the TUEK, the decision of the Faculty Administrative Board and the approval of the Dean's Office are required. Medical residency student receiving rotation training has to comply with the programme of the Department or Department where he/she continues his rotation education, participate in activities such as courses, lectures, seminars, obtain a rotation proficiency certificate and submit it to TUEK. Students who are found unsatisfied repeat the rotation training once more. Rotation repetition can also be done in another institution. Those who are unsuccessful again end their residency training. After the rotation is completed, it is recorded in the report card and approved by the Head of the department and the education officer assigned to the student in the unit that made the rotation. In addition, the completion of the rotation is notified to the Dean's Office in writing.
4. **Courses:** Medical residency students have to attend the courses, the content, time and duration of which are determined and announced by TUEK during the education process.
5. **Congresses:** Specialization students are encouraged to participate in scientific congresses. If the participations are documented, they are taken into account in the calculation of the success grade according to the principles determined in the annual evaluation form.

# Mandatory activities and crediting:

* 1. **Mandatory activities;** It consists of the activities that will be included in the core training programme specified in the Regulation on Specialization Education in Medicine and Dentistry, which medical residency students have to attend, prepare and do, and the other activities listed below:
1. Theoretical courses are held at the specialization level every year in the departments or branches of science. Courses are not less than 15-course hours in a year, separately for each speciality student in each academic year. When necessary, courses can be repeated, or faculty members of other departments or those competent in their fields can be used. To be considered successful, it is necessary to attend the classes and get 70 points out of 100 in the exam held at the end of the classes. Those who fail are given the right to take a make-up exam within thirty days. Examinations are conducted in written or oral form. The scores and credits obtained in the exam are recorded in the report card by the education officer.
2. Each medical residency student must prepare at least two seminars in one academic year and attend other seminars organized by the department or science branch. Seminars are conducted under the responsibility of a faculty member appointed by the department or the Head of science. At the end of the seminar, the success status is determined by the student's education supervisor, taking into account the criticisms of the other education supervisors participating in the seminar, and recorded on his report card with the credit he received. The medical residency student whose seminar is found unsuccessful is made to prepare another seminar for that semester.
3. Each medical residency student has to present at least four literature studies and participate in other literature studies organized by the department/science in one academic year. Literature studies are carried out under the responsibility of a faculty member. Success status and credit received are determined by the education officer and recorded on the report card.

ç) The academic boards of the departments/sciences prepare the applied study programmes for each medical speciality student and, if necessary, the list of faculty members who will work in rotation within the department. Application studies are carried out under the responsibility of the designated faculty members. The applications are recorded on the student's report card on the date of application by the instructor who made the application work. The completion of the application studies is followed by the training officer of the speciality student, and the success status is recorded in the credit report.

* 1. **Mandatory Credit;** Specialization students are required to take 16 of the 20 compulsory credits per year. The total of the compulsory credits to be taken in a semester cannot be less than 8 credits and these 8 credits cannot be taken from a single activity. The 8-credit activity should include lectures, practical work, seminars and/or literature presentations. A maximum of 4 compulsory credits can be completed from elective credits once a year. In this case, every 10 elective credits to be taken is equal to one compulsory credit. The distribution of 20 credits to the semesters is regulated in a balanced way by the Head of the Department and the educational supervisor of the speciality student. The distribution of 20 credits to the activities:
		1. 15 hours of tuition: 5 credits (3 hours of course = 1 credit)

This credit is given if they attend at least 15 lessons per year and is successful in the exams, regardless of the total course hours given in the Department. To be considered successful in the courses, it is obligatory to get 70 out of 100 points in the exam at the end of each semester. Examinations can be made orally or in writing by the faculty members who teach the courses, with the decision of the Department. As a result of the exam, the attendance and success status of the specialization student, the credit received are recorded on the speciality student's report card to be notified to the TUEK Presidency. Failed residency student is not given credit, but is given the right to take a make-up exam. An additional 1 elective credit is given for every 10 points above 70.

* + 1. Two seminars: 3 credits

This credit is given for 1 seminar that specialty students are obliged to prepare per year. At the end of the seminar, the lecturer is jointly evaluated by the instructor and other faculty members from the department attending the seminar. The success of the seminar and the credit received by the residency student from the seminar are recorded on the residency student report card to be notified to the TUEK Presidency. The unsuccessful residency student is not given credit but is given the right to prepare a seminar. For each seminar to be held more than once, an additional 1 elective credit is given.

* + 1. Four literature presentations: 2 credits

This credit is given for the 2 literature presentations that specialization students are obliged to make per year. Credit is not given to the unsuccessful residency student, but incomplete or unsuccessful literature presentation is repeated to receive this credit. An additional 1 elective credit is given for every 3 additional presentations.

d) Application studies: 10 credits

This credit is given for studies within the framework of the applied study programme prepared by the Head of the department (bedside training, surgery, laboratory, furnace work, etc.). These studies are credited by the education officer at the end of the academic year and recorded in the speciality student report card by the relevant faculty members on the date they are made to certify the attendance and success and to be submitted to the TUEK Presidency. If the residency student cannot get this credit, it should be stated which applications they have not/could not do.

# Optional activities and credits:

Other than the activities specified in ARTICLE 11 of this Regulation, non-compulsory activities such as participation in scientific meetings, publications, etc. or extra compulsory activities and the credits they receive from these are recorded in the medical speciality student's report card as elective credits. Elective credits; It is the sum of the credits that medical residency students will receive separately from other studies they participate in, apart from compulsory studies.

Studies for which elective credit will be taken:

* 1. Conference, Symposium, Panel and Course: Among these scientific activities organized for specialization students in or outside the faculty;
* 1 for each conference attended
* 2 for each panel they attend
* 3 for each symposium they attend
* 4 for elective credits are awarded for each course attended. In order to be able to get these credits, the residency student must submit the certificate of participation in these activities to the TUEK Presidency upon his return. In case of participation in international events in these events, elective credits will be doubled.
	1. Congresses: If speciality students attend national congresses;
* 4 credits for those who submit their paper in person (This credit is given separately for each paper submitted)
* 3 credits for those whose names are in the paper (This credit is given separately for each paper presented)
* 2 credits are given to those who participate without notice.
* In International Congresses, 2 times of these credits are applied. Those who attend without notice are required to bring a certificate of participation.
	1. Publications**:** While evaluating the domestic publications made by the residency students during their education period;
* 4 credits for 1st name publications
* 3 credits for 2nd name publications
* 2 credits for 3rd name publications
* 1 credit is given to others. In foreign publications, these credits are applied twice. To receive credits, seminars and literature presentations, papers and samples of publications must be submitted to the TUEK Presidency.
	1. Awards:

If the papers they have presented at the congresses they attend receive an award, 5 credits are given per award. For international awards, double these credits are applied. To get the credits, the award certificate must be submitted to the TUEK Presidency.

Compulsory and elective credits taken by specialization students are taken into account in the evaluation made by the unit supervisor.

# Review Form

**ARTICLE 12 –** (1) As the Head of the unit, by the heads of the department of science, every six months, medical speciality students; The evaluation form, which includes their views and opinions on a commitment to duty, working, research and management abilities, and professional ethics, is filled and approved by the Dean. If the six-month evaluation period is spent in more than one unit, the evaluation form is filled by the responsible for the unit where most of the six-month period was spent. These forms are sent to the Dean's Office within fifteen days at the latest after the end of the six-month period. Students who receive a negative opinion grade as a result of this evaluation are warned in writing by the Dean. Those who receive a negative opinion score twice are dismissed from their residency in medicine at the faculty following subparagraph (ç) of the third paragraph of ARTICLE 25 of the Regulation on Specialization in Medicine and Dentistry.

# Medical Residency Certificate

**ARTICLE 13 –** (1) A medical speciality student assigned to the faculty for specialization training or assigned to the faculty for this purpose is given a report card by the Dean. The Faculty Board determines the form and scope of the report card upon the recommendation of TUEK. Compulsory and elective education activities related to the education of the student and the credits received from these activities are recorded in the report card and approved by the education supervisor and the unit supervisor. It is checked and signed by the Head of the department every six months and sent to the TUEK Presidency for evaluation and approval, together with the documents related to education, within one week after the end of the six-month period. The activities of the relevant period and the documents related to it, whether the required credits have been taken, are examined by TUEK. The report cards of those who do not have any missing are approved and returned to the medical residency student. If there are deficiencies or mistakes in the report card, it is completed.

# Education Officer

**ARTICLE 14 –** (1) An education supervisor is appointed by the Head of the department/science for each medical residency student who starts training to perform the duties specified in the Regulation on Specialization Education in Medicine and Dentistry and this Regulation. The designated training officer is notified in writing to the medical residency student and the Dean's Office.

**Thesis and Evaluation**

# ARTICLE 15 – (1)

1. During their education, medical residency students have to prepare a scientific and original thesis like examination and research related to their speciality. The subject of the specialization thesis is within the first half of the specialization education period in the major; Within the first six months in the minor programme branch, the thesis topics determined by the academic committee of the department/science are determined by the education supervisor, taking into account the request of the residency student. A thesis advisor is also assigned to the residency student by the Head of the department/science. The thesis topic and advisor are notified in writing to the medical residency student and the Dean's Office.
2. The prepared thesis is sent as a copy to the TUEK Presidency by the Head of the department three months before the end of the specialization training period. Suppose the thesis examined by TUEK is found to comply with the thesis writing rules of the faculty. In that case, a three-person thesis jury is formed by the Faculty Administrative Board among the education supervisors of the branch in which the medical residency student is educated. Suppose there are no three education supervisors in the unit where they are educated. In that case, the jury is completed from the education supervisors of the branches that they rotate or the branches deemed appropriate by the Faculty Administrative Board.
3. The thesis is evaluated by the jury members within one month at the latest and defended by the student before the jury. The joint minutes to be kept as a result of the thesis defence, together with individual reports, are sent to the Dean's Office within two working days at the latest.

(ç) The result of the thesis is notified to the Dean's Office and the medical speciality student, in writing and with justification.

1. Residency students whose thesis is requested to be corrected submit their thesis to the same jury by making the necessary changes in the thesis within one month at the latest after the notification of the result to them.
2. In cases where the requested corrections cannot be produced, or the thesis is not accepted by the jury, six months is added to the specialization training period specified in the tables attached to the Regulation on Specialization Education in Medicine and Dentistry, upon the recommendation of the thesis advisor and the recommendation of the department and department chair and the decision of the Faculty Administrative Board.
3. If the thesis is not accepted for the second time, the result is immediately reported to the Dean. A new jury is formed in accordance with the principles in the second paragraph within fifteen days at the latest following the notification. The thesis is examined within one month at the latest and defended before this jury.
4. A specialization student whose thesis is rejected for the third time or who does not submit it within the additional time is dismissed from their residency. The dismissed residency student completes their thesis as a candidate of residency or a new thesis deemed appropriate. The specialization candidate who cannot complete his thesis within two years is dismissed from the specialization training.

# Practice for the Final Exam of Specialization Education

**ARTICLE 16 –** (1) The report cards of medical residency students whose thesis has been accepted and who have completed their residency training period and rotations are sent to TUEK within fifteen days at the latest by the Head of the department for approval of their activities in the last six months of the academic year. The report cards are examined and evaluated at TUEK. The training file of those who are determined to have completed their educational activities, training period and rotations and whose specialization thesis has been accepted are submitted to the Faculty Administrative Board for selection of the specialization examination jury.

# Speciality Training Final Exam

**ARTICLE 17 – (1)** Specialization examination juries of medical residency students are formed by the Faculty Administrative Board from among the education supervisors of the rotation branches, or of the branches specified in the relevant legislation, if at least three members are among the education supervisors of the branch in which the examination is held, and five permanent members and two substitute members. The jury members select a chairperson and a clerk among themselves. The unit responsible for the residency student is the natural member of the jury.

**Final Exam for Specialization**

**ARTICLE 18 – (1)**

1. The final exams for specialization training are held at the place and date announced by the Dean. The speciality exam is held in two stages, one of which is on professional knowledge and the other consists of the application and skill exam.

In the professional knowledge exam, the candidate takes the medical history of the case selected by the jury and makes an examination and presents their comments on the diagnosis and treatment. In laboratory branches, the candidate's comments are received on the subjects chosen by the jury; When necessary, materials are given, and applications are followed. A professional knowledge exam is held in a single session. Each member is obliged to ask questions to the candidate. The questions are asked within the framework of the core education curriculum of the relevant branch to evaluate the candidate's knowledge in the field of specialization in terms of content.

According to the speciality, the practice and skill exam aims to measure the interventions and surgeries, laboratory, imaging and technical applications and skills required for diagnosis and treatment.

Each jury member attaches separate points out of 100 in professional knowledge, practice and skill exams. The questions asked and the answers received are recorded by the clerk, signed by the jury members and attached to the exam report in Annex-1.

1. The averages of the scores given by the jury members in the professional knowledge exam and the practice and skill exam are taken and signed by the members as indicated in the exam report. If the average is sixty and above for both exams, the candidate is considered successful. The result of the exam is notified to the Dean's Office by the chairman of the jury.
2. The relevant provisions of the Regulation on Specialization Training in Medicine and Dentistry are applied to those who fail the finalization exam for special education or who do not take the exam on the specified date.

# Certificate of Expertise

A**RTICLE 19 –** (1) In accordance with the Regulation on Specialization Training in Medicine and Dentistry and those who fulfil all the requirements for specialization in accordance with this İnstruction, the results of the speciality training completion exam, together with other necessary documents, are submitted to the Rectorate within fifteen days at the latest for the issuance and registration of the speciality certificate.

# Enforcement

**ARTICLE 20** - (1) This instruction enters into force on the date it is accepted by the University Senate.

**ARTICLE 21** – (1) The provisions of this instruction are executed by the Dean of the International School of Medicine of Istanbul Medipol University.

\*Accepted by the University Senate's decision dated 19/03/2013 and numbered 2013/8-1.