

**T.C**  
**ISTANBUL MEDIPOL UNIVERSITY**  
**SCHOOL OF DENTISTRY**  
**EDUCATION AND EXAMINATION DIRECTIVE**  
**FIRST SECTION**  
**AIM, BASE, SCOPE, DEFINITIONS**

**Aim**

**ARTICLE 1-** The aim of this Directive; is to regulate the procedures and principles to be applied for education, at undergraduate level, examination, evaluation, graduation and student transfer process at Istanbul Medipol University School of Dentistry.

**Base**

**ARTICLE 2** This Directive has been made based upon the ‘Bylaws of Istanbul Medipol University Undergraduate and Associate Degree which has been published in Legal Gazette issue numbered 30621 on 10.12.2018 and ‘The Regulation to Determine the Minimum Education requirements for Education of Doctorate, Nursing, Midwifery, Dentistry, Pharmacy and Architecture, which has been published in Legal Gazette issue numbered 26775 in 2008.

**Scope**

**ARTICLE 3-** This directive includes the provisions regarding education, clinical practice and examinations at undergraduate level given both at Turkish and English programs of Istanbul Medipol University School of Dentistry.

**Definitions**

**ARTICLES 4-** The definitions in this directive refer to;

- a) Dean: The Dean of the School of Dentistry of Istanbul Medipol University,
- b) Dean’s Office: The Dean’s Office at Istanbul Medipol University School of Dentistry,
- c) Class Education Coordinator: The faculty member who plans the lessons and exams of the period in for which he/she is responsible and ensures that they are applied regularly,

- ç) Head of Education Commission: The responsible faculty member who provides the management and coordination of education regularly,
- d) Faculty: The Istanbul Medipol University School of Dentistry,
- e) Faculty Board: The Faculty Board of The Istanbul Medipol University School of Dentistry,
- f) Faculty Board of Directors: The Faculty Board of Directors, The Istanbul Medipol University School of Dentistry,
- g) Rectorate: Rectorate of Istanbul Medipol University,
- ğ) Senate: Senate of Istanbul Medipol University are defined.

## **SECOND SECTION**

### **Educational Fundamentals**

**ARTICLE 5** (1) The education period of the faculty is 5 years.

- a) ‘English Preparatory Program’ education is compulsory. Placement test, exemption, foreign language education and English Preparatory Program courses are carried out by the principles of Bylaws in Higher Education Institutions for the fundamentals to be followed in Teaching Foreign Language and educating in Foreign Language and ‘Istanbul Medipol University Education Directive’.
- b) In the first three years, basic medicine and dentistry science education is taught. In the last two years clinical medicine and clinical dentistry science courses are given.

### **Courses**

**ARTICLE 6-** (1) Education program consists of common compulsory and elective courses. Courses are carried out in theoretical, applied, and clinical practice courses. When needed, changes in the courses can be done in accordance with decision of the Faculty Board and Senate.

(2) Courses are as following;

- a) Compulsory courses; are the courses (theoretical/applied) that exist in the curriculum and that must be taken and succeeded in order to graduate from the program. Clinical practice courses are in this scope as well.

b) Elective courses consist of; program based elective courses and optional elective courses.

I. Program based elective courses; are the courses that the student must take by selecting from certain courses or group courses that are included in the program and recommended in order to graduate.

II. Optional elective courses; are the courses that are not included in the student's faculty program and however, they are needed to complete the credits required for graduation by enhancing the students' knowledge, manners, and general culture. It's chosen by the students among the courses opened in the relevant semester during the periods determined in the academic calendar. These courses can be taken on the condition that the curriculum is appropriate and there is no overlap with other courses to cause absenteeism. Optional elective courses do not substitute by program based elective courses.

c) Prerequisite courses; are theoretical and applied courses (including clinical practice courses) that the attendance requirement and/or the achievement of several or all courses that take place in previous semester or years must be fulfilled.

ç) Common compulsory courses; are the courses indicated as foreign language courses that do not have a foreign language preparatory class and the Turkish Language and Atatürk's Principles and History of Turkish Revolution, which is in the frame of law clause (1) of the first paragraph of the 5th article of the Law No.2547. Atatürk's Principles and History of Turkish Revolution and Turkish Language courses can be taught with in a special context and method in the programs which training is given by a foreign language.

(3) Courses are generally arranged on a yearly basis; however, some of the courses can last only semester due to their characteristics.

(4) Classical and integrated education system are implemented together in the program.

a) Courses are given in the form of a "Course Committee" in the integrated education system. The basic medical sciences or clinical sciences (medicine/dentistry) related to each other are covered in a certain order and subject integrity by considering a specific course subject (such as anatomy, histology, physiology, biochemistry). Theoretical exam for course committee is held in a single session.

b) Course Committees are compulsory courses. The number duration, subject content of course committee and distribution of theoretical and practical course hours are determined by the Education Commission in each academic year and offered to The Faculty Board.

(5) Clinical practical courses; are given as an introduction to clinical practice in the third year, and as a clinical practice in the fourth and fifth years.

a) Clinical practices are carried out at the University's clinics or contractual clinics to the extent permitted by the applicable law. The structure and duration of out-of-institutional education is determined by the decision of the Faculty Executive Board.

b) The students get their clinical practice courses by dividing into groups (in the fourth and fifth years). Clinical practices implemented by each department are considered as separate courses.

c) The regulations related to clinical practices are determined by the Education Commission at the beginning of the academic year and are carried out within the periods specified in the academic calendar. In this context, the structure and quantity of clinical studies to be conducted are determined by the relevant departments and announced at the beginning of the academic year.

### **Compulsory Attendance to the Courses**

**ARTICLE 7 – (1)** There is compulsory attendance to the program-based courses, based upon the following principles.

a) Attendance to theoretical and practical courses is compulsory. Students who do not attend more than %30 of the theoretical courses and %20 of the practical courses cannot take the general exams of the relevant courses. In case of absenteeism in a course committee, the student cannot take the course committee exam, of which absenteeism has been occurred. The student's excuse, including the medical report, is not taken in consideration for the calculation of absenteeism. The list of students who will not take the general exam due to absenteeism is announced at least one week before the general exam period and presented to the Dean's Office by the responsible lecturer of the relevant course. In committee courses, this task is carried out by the related class education coordinator.

b) The compulsory attendance is not asked for students who fulfill the requirements for taking the exam and fail the general and make-up exams to the course repetition (except for the applications). However, students in this situation have to take all the exams of the relevant course.

c) Students who have been absent in clinical and/or laboratory practices cannot take the relevant course's general exam and make-up exam.

### **THIRD SECTION**

#### **Assessment and Evaluation**

##### **Examinations**

**ARTICLE 8** – (1) Examinations; consist of midterm, final and make-up exams. These exams can be made in different forms such as written or oral, or applied form. Exam dates that are found appropriate by the relevant unit are announced at least one week before the exam. A student who hasn't taken the exams is deemed to have used his/her right to take the exam and has received zero point from the exams that he/she has not taken. In addition, the exams of students who have taken the exam but haven't complied with the exam rules are also considered invalid. When needed, courses and exams can be held on Saturdays and Sundays with the decision of the relevant faculty board and the approval of the Rectorate.

(2) Principles related to Examinations;

a) Midterm Examinations: There should be at least one midterm exam for each course. The midterm evaluations of the laboratory work and similar practices can be substituted as the midterm exams. Midterm results are announced before the period of general exams. The exams which are held at the end of course committee are evaluated within this scope as well.

b) General examination: The general exam of a particular course is held at the end of the semester or year in which that course is completed. Students who fulfill the attendance requirement by registering for a course take the general exam. Exams held at the end of the year and covering the content of the committee courses are in the same context of a general exam.

c) Make-Up Examination: is the exam taken optionally in order to increase the grade with giving up the existing general exam grade even though the student has passed the course or in case of failing the general exams held at the end of the semester. A student who wants to take the exam for the purpose of increasing grades can only take the make-up exam for one course and must apply to the Dean's Office with a petition at least one week before the exam for that course.

ç) Make-Up Examination: is the exam that is taken instead of the midterm exam. Students who have not been able to take the midterm exam due to their reasonable and valid excuses and whose excuses are accepted by the Faculty Board can use their midterm exam rights according to the calendar to be determined within the same semester. Unless a decision is made contrary by the Faculty Board, no make-up exam is held for substituting the make-up exam.

(3) Methods for laboratory and clinical practice examinations;

a) Objective Structured Clinical Examinations (OSCE): are gradual exams in which all students are evaluated based upon on standard materials to assess their clinical performance.

b) Objective Configuration Practical Examinations (OSPE): are gradual exams that are conducted to evaluate the practical performance of the student, and all students are evaluated via model and simulation.

c) Chairside Knowledge and Skills Evaluation Examination: is an objective structured exam covering the examination and treatment of patients to evaluate students' performance in the clinical education process.

ç) Case-based Assessment Examination: A type of exam that evaluates students' ability to synthesize and analyze a case within a multidisciplinary approach.

d) Professional Attitudes Assessment Examination: is an assessment exam administered by taking feedback from the trainers, peers and/or patients in standardized forms right after the applications performed by the students on the patients.

e) Assignment or Project-based Evaluation: It evaluates the presentation, assignment, project, and leaflet made by the students in their educational process.

## Course Achievement Status

**Article 9-** (1) The achievement in a course is determined by the course final grade and the success grade is 60 (Sixty) out of 100 points. The course final grade is obtained by evaluating the student's midterm and final examinations together.

- a) The effect of the general examination of the courses on the course final grade is 60 %, and the average of the midterm examination is 40%. However, it is mandatory for the student to be considered as successful in a course to get at least 50 (Fifty) points from the general or make-up examinations.
- b) The rule of lowest limit threshold(baraj) is applied at the course committee exams .The student has to answer correctly at least half of the number of questions in each of the science fields within the scope of the course committee. In the exams held at the end of the course board, a base point system is applied. Otherwise,the difference between the score obtained in the relevant field and 50% of the total score of the field is deducted from the total score obtained from the exam. The rule of lowest limit threshold(baraj) is not applied in the final general examination of the course committees and the make-up exam.
- c) The examination, which is held at the end of the course committee, is evaluated as the midterm examination. Each of the points that the student gets from the course committees are added up by multiplying the ECTS value of the relevant course committee, and the weighted average score of the course committee is obtained by dividing the total ECTS value to obtain the " grade point average of the course committees."
- ç) The final examinations of the course committees are held at the end of the year; by covering the content of the courses in all the course committees of the relevant semester. Students whose weighted average score of the course committees are equal to or above 75 (scores with an average of 74.45 or more are completed to 75) and are exempted from the final general examination at the end of the semester. However, these students may renounce their acquired rights and may take the final general examination, if they apply to the Dean's Office with a petition, at least seven days before the examination date.
- d) Course committee final grade; is calculated by adding 40% of the weighted average of the scores from the committee examinations and 60% of the scores from the final general examination. The course committee weighted average is indicated as the course committee final grade of the students who haven't taken the final general examination at the end of year and whose weighted average score is 75 or above.

(2) Evaluation in the clinical practice courses;

(a) The preliminary examinations are held at the beginning of clinical practice courses and, the midterm examinations are held during the course periods. The student is deemed 'successful or unsuccessful' after the preliminary exam and student cannot start clinical practice till they are deemed 'successful'. The final examination is planned to be held in the last week of the relevant course or at the end of the academic year by the Education Commission. The student's clinical practice in-class activities and assignments can be substituted for midterm examinations as well. Students who successfully have completed their predetermined clinical studies are accepted to the general examination by the relevant department.

b) The compensation is entitled to students who have completed 75% of the total number of studies and score of practical studies that they are responsible out of the academic year. To open a make-up program by departments is mandatory, and the duration of the make-up program is at least 10 (ten) workdays. The students have to do the uncompleted work during the make-up program period at 50% exceedingly. Students who complete the make-up program can merely take the make-up examination of the relevant course. Make-up programs are decided by the Faculty Board based upon the recommendations of the relevant departments and announced at least one week before the start of the program.

c) Students who have failed final examinations of clinical practice course, take the make-up examinations.

ç) Students who successfully complete the third and fourth years and can perform the clinical practices that are required to do in the next year before the start of academic year. The organization on this issue is made by the chairs of the relevant departments.

**ARTICLE 10-** (1) The students who have failed in courses other than medical English and elective courses and common compulsory courses cannot continue to the next year and they must repeat the courses they have failed. However; students who have failed in a single course that is not a continuation of each other can continue to the next year as being responsible for that course. Students who have failed the clinical practice courses in the fourth and fifth years repeat merely the clinical practice courses in the following academic year.



## **Grade average**

**ARTICLE 11-** (1) Weighted grade average; is found out by dividing the total of weighted grades for all courses to the total ECTS values of courses taken by a student in the certain year.

2) Cumulative grade point average; is obtained by dividing the total of the weighted grades for all the courses taken by the student by the total ECTS of these courses. The latest score taken in the courses that are repeated or taken to increase the score is included in the calculation.

## **The Correction of Material Errors**

**ARTICLE 12.** (1) However, an objection to examination results and grades can merely be made due to material errors. This objection can be raised by the instructor/student with a petition to be submitted to the Dean's Office within five workdays after the announcement of the exam results. Applications are decided by the School Administrative Board.

## **FOURTH SECTION**

### **Commissions**

#### **Education commission**

**ARTICL13-**(1) Education commission; consists of the head of Turkish program, head of English program, and the two programs' class education coordinators. The Commission advises the Dean and the Faculty Board on issues related to education. One of the heads of the Turkish or English program is appointed by the Dean as the head of the education commission. A school member is assigned as the education coordinator for each semester.

The head of Education Commission provides the coordination between the coordinators and, is responsible for the work of the commission. The duty term of class education coordinator is one academic year, and this period can be extended if there is a necessity.

2) Tasks of The Education Commission are as following:

a) The Commission; meets at the beginning of each year and on required dates. It ensures that the education is carried out in a regular and harmonious way according to the academic calendar.

b) Prepares the calendar for the next academic year. The commission creates schedule of examinations and proctor list. It ensures that the exams are carried out without interruption as well.

c) Examines the results of the examinations, determines the reasons for student's achievements or failures.

ç) Follows the end of the academic year and makes the evaluations of that academic year submits it to the Dean's Office within one month.

d) Prepares proposals for changes in the program in compulsory situations in order to prevent disruptions in education.

e) Indicates the opinions and suggestions about changes to be made in this directive.

f) Follows student counseling services at each scale, examines and expresses an opinion on this issue.

g) Performs other education related works requested by the Dean from the commission.

3) The tasks of class education coordinators are as following:

a) Provide the application by cooperating with the relevant instructors in the preparation of the examinations of the Course Committee and line courses.

b) Ensure the integrity and regular implementation of the program of the class for which they are responsible and evaluate the feedback from the academicians and the students, then inform the Education Commission.

c) Provide the evaluation and announcement of the examination results.

ç) Assist to their class students to deal with the their problems of this academic year.

### **Curriculum Commission**

**ARTICLE 14-** (1) Curriculum commission is the commission that ensures the development of the education program in line with the mission and vision of the School of Dentistry. It consists of both heads of Turkish and English programs, chairs of departments and student representatives of both programs under the presidency of the Dean or Vice-Dean. The commission meets at the times that are decided by the head of this commission. The mandate of the commission is three years.

2)The tasks of curriculum commission are as following;

a) Considering the mission and vision of the School of Dentistry, it determines the content of the education program within the framework of the 'National Core Undergraduate Dental Education'.

b) Plans the content of the education program according to the years.

c) Expresses opinions and suggestions about the changes required to improve the quality of education, course training tools and their infrastructure.

ç) Develops the education program by evaluating the feedback regarding the education program.

### **Assessment and Evaluation Commission**

**ARTICLE 15-** (1) Assessment and evaluation commission; is the commission that is responsible for indicating and determining student assessment, evaluation tools and methods and evaluating questions and statistical analysis related to the examination. Under the presidency of the Dean or the Vice-Dean, the commission consists of the heads of the Turkish and English programs and three faculty members determined by the Faculty Board. When needed, the support of an expert can be taken. Commission meets at the times which are decided by the chair. The mandate of commission is three years.

2) The tasks of assessment and evaluation commission are as following:

a) Determines student assessment tools and evaluation criteria.

b) Examines the placement and implementation of examinations in the program.

c) Evaluates the feedback and objections of the students about the exam and presents them to the faculty board.

ç) Evaluates the questions of examinations and makes a decision on accepting or rejecting them.

### **Program Evaluation Commission**

**ARTICLE 16 –** (1) Program evaluation commission; is the commission that prepares student, educator and administrative staff feedback forms, ensures that the forms are filled, collects

and evaluates data and reports to the curriculum commission as well as the assessment and evaluation commission.

It consists of the heads of the English and Turkish programs, three faculty members to be determined by the faculty board, the faculty secretary, and student representatives of both programs. The commission meets at the times which are decided by the Dean. The mandate of commission is two years.

(2) The tasks of program evaluation commission are as following;

- a) Prepares the contents of the feedback forms.
- b) Enables the process of the feedback system.
- c) Gathers and evaluates feedback data.
- ç) Reports the results to the curriculum commission and the assessment and evaluation commission.

## **FIFTH SECTION**

### **Diploma, Undergraduate Transfer, Exemption, Miscellaneous Provisions**

#### **Diploma**

**ARTICLE 17-**(1) Students who have successfully completed their first two years of education are given an associate degree diploma upon their request.

(2) Students who have successfully completed the five-year education program have the right to receive the Bachelor's degree in dentistry and the title of Dentist.

#### **Undergraduate Transfers and Exemption**

**ARTICLE 18-**(1) Undergraduate transfers and course exemptions for the school program are carried out according to the following principles.

- a) Quotas for internal, external and international undergraduate transfers are determined by the Faculty Board within the framework of the relevant legislation.
- b) The integration programs can be arranged for the students in case of any discrepancy for ECTS and subjects of the courses that they have taken and succeeded previously. The faculty

board decides which prerequisite and line courses must be taken from the lower semester; till the period of the semester the undergraduate transfer has been approved.

c) The applications made by the students for exemption from the courses they have taken and succeeded previously are estimated by the Faculty Board by receiving the opinion of the lecturer for the relevant course. No exemption request can be claimed for courses within the scope of the course committee.

### **Miscellaneous Provisions**

**ARTICLE 19-** (1) Students have to wear proper clothing for the dental profession in laboratories and clinics as a matter of course.

(2) Students are responsible for the proper use and protection of all devices and materials given to them.

### **Situations for which there are no provisions**

**ARTICLE 20-**(1) The provisions of the relevant legislation and the decisions of the Faculty Board and the Senate are administered in situations for which there is no provision in this Directive.

### **Abolishment**

**ARTICLE 21-** (1) The "School of Dentistry Education and Examination Directive", adopted by the University Senate's decision dated 15/08/2017 and numbered 2017/26-01, has been repealed.

### **Validness**

**ARTICLE 22-** (1)

This Directive becomes effective when it is adopted by the University Senate.

### **Executive**

**ARTICLE 23-** (1) The Dean polices the provisions of this Directive.

\* Adopted by the University Senate's decision dated 23/09/2020 and numbered 2020/16-03.

