

**REPUBLIC OF TURKEY**  
**ISTANBUL MEDIPOL UNIVERSITY FACULTY**  
**OF PHARMACY**  
**EDUCATION AND EXAMINATION DIRECTIVE**

**SECTION ONE**  
**Purpose, Scope, Basis and Definitions**

**Purpose**

**Article 1-(1)** The purpose of this directive is to regulate the education, assessment, and evaluation activities as well as the procedures and principles implemented in the exams conducted for the bachelor's degree at Istanbul Medipol University, Faculty of Pharmacy.

**Scope**

**Article 2-(1)** This Directive covers the terms related to the education program, principles of examination and assessment, matriculation, diploma, and titles, exmatriculation and freezing procedures, internship, graduation project and other education studies, and academic consultancy procedures conducted for the bachelor's degree at the Istanbul Medipol University, School of Pharmacy.

**Basis**

**Article 3-(1)** This directive has been prepared based on the "Istanbul Medipol University Associate and Undergraduate Education Regulations," which went into operation by being published in the Official Gazette dated 10.12.2018 and numbered 30621, associated with "The Regulation related to Determination of the Minimum Education Conditions in the School of Medicine, Nursing, Tocology, Dentistry, Veterinary Medicine, Pharmacy and Architecture" was published in the Official Gazette dated 02 February 2008 and numbered 26775.

**Definitions**

**Article 4-(1)** The following definitions shall apply for the purposes of this Directive:

- a) European Credit Transfer System (ECTS/AKTS): The credit contains must-do studies to accomplish the determined course.
- b) Advisor: Faculty member that attends to educational and other problems of students and is tasked with the Faculty Board with the suggestion of the Deanship.
- c) Deanship: Deanship of the Istanbul Medipol University School of Pharmacy.
- d) Semester Grade Point Average (SGPA): The grade is acquired by the division of the total grade point for the courses a student takes in the determined semester or academic year to the credit of taken courses (ECTS).
- e) Faculty: Istanbul Medipol University School of Pharmacy
- f) Faculty Council: Faculty of Istanbul Medipol University School of Pharmacy
- g) Faculty Board: Faculty Board of Istanbul Medipol University School of Pharmacy
- h) Cumulative Grade Point Average(CGPA): The grade is acquired by the division of the total grade point for the grade point average of all the courses students take from the first year of their academic year to the total ECTS of these courses.

- i) Student: Students of the Istanbul Medipol University School of Pharmacy
- j) Registrar's Office: The Registrar's Office of the Istanbul Medipol University
- k) Prerequisite Courses: The course in which students should succeed or ensure compulsory attendance to be able to select the prerequisite courses
- l) Rectorship: Rectorship of Istanbul Medipol University
- m) Senate: Senate of Istanbul Medipol University
- n) University: Istanbul Medipol University

## **SECTION TWO**

### **Rules related to Education**

#### **Education**

**Article 5-(1)** The education period in the Turkish Program of the School of Pharmacy is five years, and the education is organized based on the semester and the basis of passing the courses. The education period in the English Program of the School of Pharmacy is six years with the Preparatory Year, and the education is organized based on the semester and the basis of passing the courses.

(2) Pharmacy education provides training in Basic Pharmaceutical Sciences Education in the first two years and Professional Pharmaceutical Sciences in the last three years.

(3) The maximum study period in the School of Pharmacy is 8 (eight) for the Turkish Program. The maximum study period in the School of Pharmacy is 8 (eight), except for the preparatory year in the English Program.

(4) Students must do their compulsory internships for a total of six months in public pharmacies, hospital pharmacies under the control of a pharmacist, pharmaceutical production facilities, medical staff production facilities, cosmetic factories, and/or r&d centers related to those areas.

(5) Students prepare for their Graduation Projects by taking the Graduation Project course in the 9th and the Graduation Project Practice course in the 10th semester of their pharmacy education.

(6) The final year students who expired the maximum study period are allowed to take two additional exams for each course they failed. After those exams, students who have five failed courses are allowed to take the exams of these courses within three semesters. Students who have five failed courses without taking the additional exams are allowed to take the exams of these courses within three semesters. Students with one failed course are allowed to take the exam of this course undated, without taking advantage of the studentship. Compulsory attendance is not necessary for the courses out of the Laboratory, Practice, and the ones which have not been taken already. ((C) paragraph of the 44th Article of the Higher Education Law numbered 2547.)

(7) The registrations of students are not deleted in case of non-payment of the tuition or no re-registration during the maximum study period. However, if a student would not pay the tuition or reregister their registration for four years in a row, their registration can be deleted by the decision of the Senate and the approval of the Higher Education Council.

(8) Terms related to the Internship Directive and Graduation Project are determined addedly. These terms are in the legislation tab of the University as Istanbul Medipol University Internship Directive, Istanbul Medipol University School of Pharmacy Graduation Project Practice Rules.

### **Language of Education**

**Article 6-(1)** The language of the Turkish Program is Turkish. All the courses except for the English courses in the 1st, 2nd, and 3rd classes are %100 in Turkish.

(2) The language of the English Program is %100 in English.

### **Education Commission**

**Article 7-(1)** An Education Commission of at least three is constituted by Faculty Board to organize the education. Dean or Vice Dean is in charge of the Commission. The Commission consults with the Dean and Faculty Board about topics related to education.

### **Compulsory English Preparatory Training**

**Article 8-(1)** English preparatory class is compulsory for the School of Pharmacy English Program and its maximum study period is 2 (two) years. Students who fail at the end of this period are processed according to the current legislation. Terms related to the English placement test and English preparatory year are conducted within the scope of "Regulation on Foreign Language Teaching in Higher Education Institutions and Principles to comply on the Foreign Language Teaching" and "Istanbul Medipol University English Preparatory Year Education Directive" terms.

### **Courses and Credits**

**Article 9-(1)** Education is arranged according to the instructional plans consisting of names, weekly credit hours, and ECTS of the courses in each semester.

(2) Courses consist of the compulsory, common compulsory, elective and elective courses related to the program.

(a) Compulsory Courses: The courses in the curriculum that the student must take and be successful to graduate.

(b) Common Compulsory Courses: The courses partaking in the 1st subclause of the 5th article of the Higher Education Law numbered 2547 which Atatürk's Principles and History of Turkish Revolution, Turkish Language and Foreign Language courses instructed in the School of Pharmacy Turkish Program as the common compulsory courses. Atatürk's Principles and History of Turkish Revolution, Turkish Language courses are the common compulsory courses instructed in the School of Pharmacy English Program.

(c) Elective Courses: It consists of elective and optional elective courses depending on the program.

(1) Elective courses related to the program; These are the courses that are included in the curriculum in which the student is registered and that they must take and be successful by choosing from certain courses or course groups recommended for graduation. These are Elective Vocational Orientation Courses in the ninth and tenth semesters. The number of courses, hours, and credits(ECTS) that a student should take is determined by consideration to complete the total credits(ECTS) students should take to graduate.

(2) Optional elective courses; The courses that the students take at their request and with the approval of their advisor, are not counted as elective courses related to the program to increase their knowledge, manners, and liberal education; that is not taking part in their program curriculum to complete the credit(ECTS) required for graduation.

### **Prerequisite Courses**

**Article 10-(1)** The first of the courses in different semesters and continuation courses (such as I, II, III, and IV) are the prerequisite course for the others.\* (Except for the I, II, III, and IV of English Language and Professional English courses.) A student who takes the first courses can take the others

without following the order. For the student to take a prerequisite course, it is sufficient to have completed the prerequisite course attendance requirement.

(2)The courses and their prerequisite courses are given in the table below.

<b>Prerequisite Courses</b>	<b>Courses</b>
General Chemistry	Organic Chemistry I, Analytical Chemistry I, Analytical Chemistry Practice I
Analytical Chemistry II	Pharmaceutical Technology I and Pharmaceutical Technology Lab.I
Analytical Chemistry Practice II	Pharmaceutical Technology I and Pharmaceutical Technology Lab.I
Organic Chemistry II	Biochemistry, Pharmaceutical Chemistry I, Pharmaceutical Chemistry Lab. I
Biochemistry	Clinical Biochemistry Practice
Pharmaceutical Botany and Pharmaceutical Botany Lab.	Pharmacognosy I, Pharmacognosy Lab. I
Pharmacognosy III	Phytotherapeutics
Anatomy	Physiology
Physiology	Pharmacology I
Pharmacology III	Pharmacotherapy, Toxicology, Toxicology Practice, Clinical Pharmacy

\*Pharmaceutical Technology I-II-III and IV courses are the partake continuation courses.

(3)Prerequisites related to the elective courses related to the program and compulsory courses in the ninth and tenth semesters are determined and announced by the Decision of the Faculty Board. The courses in the 5th year of the School of Pharmacy and their prerequisite courses are given in the table below.

<b>Courses</b>	<b>/S</b>	<b>CST</b>	<b>Prerequisite</b>
Pharmacoeconomics			Completion of course attendance for the 1st, 2nd, 3rd and 4th semesters
Professional Communication Skills			
Non-Pharmaceutical Products			
Health Economics			
Media in Health Communication			
Sports Pharmacy			
Disaster and Emergency Pharmacy			
Graduation Project			Completion of 5th and 6th semester course attendance or Completion of at least 80%

Graduation Project Practice			of all courses (in number) in the 5th, 6th, 7th and 8th semesters
Marketing and Sales Management in Pharmacy			Completion of 5th and 6th semester course attendance
Pharmacy Legislation and Management			
Marketing in Pharmaceuticals			
Clinical Studies			
Nutritional Pharmacy			
Health Legislation			
Pharmaceutical Biotechnology			
Cosmetology			
Rational Drug Use			Completion of Pharmacotherapy and Clinical Pharmacy courses And Completion of 5th and 6th semester course attendance
Pharmaceutical Care			
Patient Counseling			
Hospital Pharmacy			
Drug Interactions			
Clinical Practices			
Pharmacy in Industry			Completion of Pharmaceutical Technology I-II-III-IV and Pharmaceutical Technology Application I-II-III-IV course continuations And Completion of 5th and 6th semester course attendance
Patents and Licensing			
Forensic Toxicology			Completion of Toxicology and Toxicology Practice course continuations And Completion of 5th and 6th semester course attendance
Laboratory Practices in the Pharmaceutical Industry			Completion of Pharmaceutical Chemistry I-II-III-IV, Pharmaceutical Chemistry Practical I-II-III-IV, Pharmaceutical Technology I-II-III-IV and Pharmaceutical Technology Practical I-II-III-IV course continuations And Completion of 5th and 6th semester course attendance

### **THIRD SECTION**

#### **Rules related to Matriculation and Registration Procedures**

##### **Lateral Transfer and Exemption-Adjustment Commission**

**Article 11-**(1) The Commission evaluates the applications constituted by the board by provisions of relevant regulations of the Transfers Among the Associate Degree and Undergraduate Programs in the Higher Education Institutions and Regulation Related to Rules of Double Major, Minor, and Interacademic Credit Transfer.

##### **Lateral Transfer and Course Exemption**

**Article 12**(1) The number, semester, and schedule along with the application document and conditions of the students who will be accepted via lateral transfer from within the country, abroad, and intra-academic are determined and announced by the University. Lateral transfer processes are realized according to the provisions of Transfers Among the Associate Degree and Undergraduate Programs in the Higher Education Institutions and Regulation Related to Rules of Double Major, Minor, and Istanbul Medipol University Lateral Transfer Directive. (Transfers Among the Associate Degree and Undergraduate Programs in the Higher Education Institutions and Regulation Related to Rules of Double Major, Minor), (Istanbul Medipol University Lateral Transfer Directive).

(2) Consideration and course exemption related to the Lateral Transfer are evaluated by the Lateral Transfer and Course Exemption – Adjustment Commission.

(3) In the transfer of the courses that the students who get accepted into the Faculty through various procedures have previously taken and succeeded in higher education institutions in Turkey and abroad, the process is carried out by the Directive on Equivalence in the Credit-Grade Transfers of the Courses Taken Outside of Istanbul Medipol University. (Directive on Equivalency in Credit-Grade Transfers of Courses Taken Outside of Istanbul Medipol University).

##### **Double Major and Minor Programs**

**Article 13-**(1) Students who will apply to the Double Major Program should observe the provisions of Regulation on the Principles of Transfer between Associate Degree and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor, and Inter-Institutional Credit Transfer published in the Official Gazette dated 24/04/2010 and numbered 27561. The conditions of the students who will apply are given below.

a) Students with the first 100,000 in the related base score type as a result of ÖSYM-YKS in 2020 can apply. This condition is not required for students who took ÖSYM-YKS before 2020.

b) Students can apply to the Double Major Diploma program at the beginning of the 3rd semester at the earliest and the 7th semester at the latest.

c) For students to apply for the Double Major Program, they must meet the following conditions:

(a) The student must have completed all the courses he/she has taken in the undergraduate program he/she is registered for until the semester he/she applies.

(b) The student's cumulative grade point average at the time of application must be at least 2.70 (70/100).

(c) The student must be in the top 20% in terms of success in the relevant class of the major undergraduate program.

(2) Students who will apply to the Double Major Program should observe the provisions of Regulation on the Principles of Transfer Between Associate and Undergraduate Degree Programs in

Higher Education Institutions, Double Major, Minor, and Inter-Institutional Credit Transfer published in the Official Gazette dated 24/04/2010 and numbered 27561. The conditions of the students who will apply are given below.

a) The student must have completed all the courses taken in the undergraduate program he/she is enrolled in until the semester he/she applies and must have a weighted grade point average of at least 2.48 (65/100).

b) The student can apply to the Minor Certificate Program at the beginning of the 3rd semester at the earliest and at the beginning of the 6th semester at the latest of the undergraduate program he/she is registered for.

### **Exchange Programs**

**Article 14-(1)** Inter-university student exchange programs can be implemented by the agreements made between the University and higher education institutions in the country or abroad. Within the framework of these programs, students can be sent to these universities for one or two semesters. Exchange programs are implemented in line with bilateral agreements and the principles determined by the Council of Higher Education.

### **Orientation and Student Counseling**

**Article 15-(1)** At the beginning of the fall semester of the academic year, orientation programs (orientation) are organized by the Dean's Office to introduce the University to the first year students who are registered.

(2) Advisor; During the undergraduate education life of the Faculty of Pharmacy, the Dean's Office is to supervise the enrollment procedures of the student within the framework of the principles determined by the Administrative Board, to support the student in the solution process of the problems related to education and training, to inform and guide the student about adaptation to university life, professional development, and career. commissioned by. Student Advisors are appointed before course registration begins.

### **Re-Registration and Course Selection**

**Article 16- (1)** Course selections are made at the beginning of each semester between the dates determined by the academic calendar with the help of their advisors.

(2)The prerequisite for course selection is re-registration by fulfilling the tuition fee commitment.

(3)During the re-registration, the courses that the student will take in that semester are determined. Students can add or remove courses that they will choose in that semester, within the periods determined in the academic calendar. The registration of students whose excuses are accepted can be postponed until the end of the add-deletion period at the latest. The course selection process is finalized after the approval of the advisor.

(4)Students can withdraw from courses other than the courses they failed in the first two semesters until the date determined in the academic calendar is approved by their advisors.

(5)Students are obliged to take the course/courses that they failed, should, or could not take from the lower semester/year first.

(6)When a compulsory course that they have taken before is unsuccessful or that they have not taken at all, they take an equivalent course in terms of credit value (ECTS) approved by the Faculty Board.

(7)Students who fail the courses removed from the education plan are not held responsible for

these courses unless an equivalent course is replaced. However, they have to complete the lack of ECTS to graduate.

(8) The status of students who do not renew their registration for two consecutive semesters is discussed in the administrative board when necessary. A student who does not complete the course selection/registration process is deemed to have waived his right to study for that semester/semester, he/she is not continued in the courses, he is not taken to the exams, and the exams are taken, if any, are deemed invalid.

### **Special Student**

**Article 17-** (1) Students who are registered in a higher education institution and want to gain gains in a different higher education institution environment and culture at the same level can apply to become a special student, provided that their registration remains at their university. The applications made are evaluated and decided by the Faculty Administrative Board of our Faculty.

(2) The time spent by the student as a special student is counted as the period of study.

(3) Students studying in programs whose language of instruction is Turkish must certify that their foreign language level is sufficient to be able to take courses from programs where the medium of instruction is a foreign language.

(4) The special student opportunity can be used for a maximum of two semesters during a program. This period can be extended by the decision of the Higher Education Council, upon the student's request and only under the following conditions:

a) In case the student is diagnosed with a serious disease that cannot be cured in the province of residence due to his/her education after his/her placement in a higher education institution, or the progression of the existing disease is documented by a medical board report obtained from a state hospital or a state university hospital.

b) In case the university administrative board offers that the student cannot continue his/her education in the higher education institution where he/she is registered due to acts such as assault and violence.

### **Summer school**

**Article 18-** (1) Considering that the compulsory internships of the students studying in various classes of the Turkish and English Programs of our faculty are planned during the summer semesters, the requests of the students to take courses from the summer schools in other higher education institutions cannot be found appropriate.

### **Continuation Obligation**

**Article 19-**(1) Attendance to classes, laboratories/practices is compulsory. Unless a contrary decision is taken by the Senate, it is the responsibility of the relevant faculty member to determine the limits of absenteeism and to monitor the attendance status of the students. However, the attendance requirement cannot be less than 70% for theoretical courses and 80% for practice courses. Students who are documented to have exceeded the absenteeism limit by the instructor will not be admitted to the general exam of that course.

### **Leave of Absence**

**ARTICLE 20-**(1) In the presence of justified and valid reasons, two-semester leave may be granted upon the written application of the student or his/her representative. Students' permission requests and reasons are evaluated by the administrative board and the result is reported to the Rectorate. For students in foreign language preparatory classes, the opinion of the preparatory class

coordinator 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. Leave periods are not counted as teaching time.

(2) Permission requests; A leave of absence/freezing registration petition is filled and submitted to the Dean's Office until the last day of the add-deletion period each semester, together with the reasons and documents. These applications are decided by the Faculty Administrative Board.

(3) The student who will request leave due to a medical excuse must certify his excuse with a committee report from the health institutions.

(4) Among the students who are taken into custody or arrested, students whose detention and detention have ended or who have been acquitted of the crime they are on trial for, are considered to be on leave for this period.

(5) Students who have to take a break from their education due to their military service are considered to be on leave until they complete this service. These students continue their education in the academic year following the end of their military service.

(6) Students participating in scientific, social, cultural, and sports activities and competitions to represent Turkey or our 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.

(7) Students may be granted leave, with or without a scholarship, to contribute to their education and training, in case of opportunities such as domestic/international education, internship, research, increasing knowledge and experience, by the decision of the board of directors, according to the periods specified in the first paragraph. These permissions are included in the education period and applications on this subject must be made before the end of the add-deletion period.

(8) If the newly enrolled students in our faculty freeze their registration in the first semester, the first-semester fee is charged. The collected tuition fee is recalculated by deducting the next tuition fee that the student will continue to study. If the student is dismissed for any reason, the fee collected for the first semester the registration is frozen will not be refunded to the student.

(9) No tuition fee is charged to students who request a registration freeze for the semesters following the semester they are enrolled in our faculty.

(10) Students on leave can continue their education from where they left off by registering at the end of the leave period.

### **Deregistration**

**Article 21-** (1) The student or his/her official representative who wishes to cancel the registration applies to the Dean's Office with a petition. The student is dismissed by deregistering the student by the relevant administrative board. Deletion of students' records is possible if the following situations occur.

- a) The student's request for deregistration at his/her request,
- b) The student must be expelled from the higher education institution by the provisions of the Higher Education Institutions Student Disciplinary Regulation,
- c) The Faculty Administrative Board has decided based on the health board report that he/she cannot practice the profession of pharmacy due to health reasons,
- d) The student's transfer to another higher education institution for any reason,
- e) It is determined that the student has given false and/or false documents during registration,
- f) Failure to complete his/her education at the end of the maximum period specified in Article

(2) The student who wants to cancel the registration must fulfill the financial commitment of the semester/year before the registration application. Otherwise, the student's registration will not be deleted.

(3) The payments made by the unregistered student for the semester in which he is registered are not refunded.

## **SECTION FOUR**

### **Exams and Success Status Exams**

#### **Exams**

**Article 22-**(1) Exams; consist of midterm, general exam, make-up exam, exemption exam, make-up exam, three-course exams, maximum education end-of-term exams and internship exams. These exams can be written, oral, or both written and oral and/or applied. Exam dates are announced at least one week before the exams.

(2) A student who does not take the exams is deemed to have used his right to take the exam and has received zero points from the exams he/she has not taken.

(3) If necessary, with the decision of the Faculty Administrative Board and the approval of the Rectorate, classes, and exams can also be held on Saturdays and Sundays.

(4) Students are required to take the exams on the announced day, time and place and to have their identity documents and other required documents with them; otherwise, their exams will be deemed invalid. If a student takes the exam for a course for which he/she does not fulfill the conditions, the grade he/she has received will be deemed invalid even if it has been announced.

(5) The relevant lecturer submits the transcripts and exam documents of the course he/she has conducted to the Faculty Dean's Office by the "Principles Regarding the Preservation of Exam Documents in Istanbul Medipol University Associate Degree and Undergraduate Programs". The submitted exam documents are kept in the University archive for two years (Principles on Preservation of Exam Documents in Istanbul Medipol University Associate and Undergraduate Programs).

(6) The principles regarding the exams are as follows:

a) Midterm Exam: At least one midterm exam is given for each course. Mid-term evaluations of projects, graduation papers, laboratories, workshops, and similar studies can replace midterm exams. Midterm exam results are announced before the general exam period.

b) General Exam: It is the exam held at the end of the semester or year in which a course is completed. Students who fulfill the attendance requirement by registering for a course take the general exam.

c) Make-up Exam: It is an exam that is taken by optionally waiving the general exam grade to raise the grade, although the exams held at the end of the semester/ year are successful with the failed courses. A student who wants to take the exam to raise the grade can only take the make-up exam from one course which means the exam that he/she has to apply with a petition to the relevant unit at least one week before the exam that course.

d) Exemption Exam: It is held at the beginning of the semester for the courses determined by the Senate.

e) Make-up Exam: It is the exam given instead of the midterm exam. Among the students who could not take the midterm exam due to their rightful and valid excuses, those whose excuses are accepted by the faculty administrative boards use their midterm exam rights according to the

calendar to be determined within the same semester. General exams do not have make-up exams. Unless a contrary decision is made by the board of directors, a make-up exam is not held for the internship and make-up exams.

f) Three Course Exams: Students who have not completed the maximum education period stipulated in paragraph (c) of Article 44 of the Higher Education Law No. 2547; It is the exam, which is given at the end of each semester, within thirty days of the end of the make-up exams, which is given to the student who has completed his/her education in the diploma program of our faculty, but has failed at most three courses to graduate as a result of the make-up exams. The grade obtained in this exam replaces the course success grade.

g) Internship Exams: These are the exams that cover the internship subjects and are held during the periods when the internship courses are included in the education curriculum.

h) Maximum Education End-of-Term Exams: In order to graduate from the educational institution they are registered to at the end of the maximum period, senior students are given the right to take 2 additional exams for all the courses they failed. Those who reduce the number of failed courses to 5 (including 5) at the end of these exams are given "three semesters" for these courses; "four semesters" for students who fail up to 5 (including 5) courses without taking additional exams; Students who reduce the number of failed courses to 1 are given the "unlimited" right to take the exams of that course without benefiting from their student rights.

### **Calculation of Success Score**

#### **Article 23-**

(1) Course Success Grade is at least 60 out of 100 points. The course success grade is obtained by evaluating the average of the grades received by the student from the midterm exam and other activities in the form of midterm exams, together with the general exam grade. In theoretical courses, the weight of the semester grade is 40%, and the grade weight of the general exam is 60%; The success grade weight of the applied courses is 60%, and the grade weight of the general exam is 40%. A student who does not get at least 50 points in the general exam, valid for all courses, is considered unsuccessful in that course.

(2) The exam results of the four internship practices named Internship I, Internship II, Internship III and Vocational Training in Business, which are given in the Turkish and English Programs of our faculty, and the exam results of the course named Community Service Practices are declared as pass/fail.

(3) Grades taken out of one hundred full points in the exams are converted according to the Istanbul Medipol University Associate Degree and Undergraduate Education and Training Regulations.

### **Gradeaverage**

#### **Article 24-**

(1) The weighted grade of a course is the number found as a result of multiplying the credit value (ECTS) of that course with the success grade coefficient. Term weighted grade point average; It is found by dividing the weighted grades of all the courses taken by a student in the specified semester or year by the sum of the credit values (ECTS) of the courses taken.

(2) GPA; It is the number obtained by dividing the weighted grades of all compulsory, elective, program-related elective and common compulsory courses in the student's program by the sum of the credit values (ECTS) of these courses. In courses repeated or taken to raise grades,

including summer education, the last grade taken is included in the calculation.

(3) Values resulting from the calculation of the averages are rounded to two digits after the decimal point; The third digit after the decimal point is rounded to zero if it is less than five, and rounded to increase the second digit if it is five and greater than five.

#### **Success Status of Students**

**Article 25-** (1) Among the students who have successfully completed the program they are enrolled in and have not received any disciplinary punishment, those with a GPA between

3.13-3.54 are considered honor students, and those between 3.55-4.00 are considered high honor students.

#### **Lesson Repetition**

**Article 26-** (1) Students who fail a course repeat that course in accordance with the provisions of Article 16. Students who want to increase their GPA can repeat the courses they have taken before, in addition to the courses they must take in the current semester, with the approval of the advisor. For the students who fail the courses with (F2), attendance is required in the course repetition. Students who repeat a course must also attend the midterm exams of the relevant course.

#### **Correction of Error of Fact**

**Article 27-** (1) An objection can be made to the exam results and grades only due to error of fact. This objection can be made by the instructor/student with a petition to the Dean of our Faculty within 5 (five) working days after the announcement of the exam results. Applications are decided upon by the decision of the Faculty Administrative Board.

#### **Cheating in Exams**

**Article 28-**(1) The provisions of the Guide on the Procedures and Principles of Conducting Student Disciplinary Investigations in accordance with the Higher Education Law No. 2547 apply to students who cheat or attempt to cheat in exams.

#### **Sick Leave**

**Article 29-** (1) Health excuses of students that arise during the education period are accepted or rejected by the decision of the Faculty Administrative Board, in case of justified and valid reasons.

(2) Make-up exams are only valid for midterm exams. Students who do not take the make-up exam for any reason will not be offered a new make-up exam.

(3) It is obligatory for the students to document the health excuses that occur during the education period with a doctor's report. Students who submit their reports to our faculty within 5 (five) working days following the report issuance date, whose health excuses are accepted by the Executive Board, can take the make-up exams. Excuses given after five days will not be accepted.

(4) Make-up exams are made as written, oral, or both written and oral and/or practical.

(5) A student who has not attended any midterm exam without a justified and valid excuse accepted by the Board of Directors is deemed to have scored a zero in that exam.

(6) Students whose midterm exams are at the same time are given the right to make-up exams for the exams they could not take. Students in this situation must apply to the relevant department with a petition within 3 (three) business days after the exam schedule is announced.

(7) Medical reports received due to excuses include the exams on the day or days they belong. Students with a report will not be admitted to the classes and exams held on the days of their sick leave. If a situation to the contrary is determined, the faculty administrative board will invalidate the student's excuse and, if made, the excused exam result.

(8) Students are considered absent on the days of their sick leave.

## CHAPTER FIVE

### Miscellaneous and Final Provisions

#### **Notification and Address Reporting**

**Article 30 -** (1) All kinds of notifications are deemed to have been made by sending them in writing to the address given by the student during registration to the University. If a notification is sent to the current address of the University, students who have not informed the Registrar's Office and the Faculty even though they have changed the address they reported while registering, or who have given an incorrect or incomplete address, are deemed to have been notified.

#### **Date of graduation**

**Article 31-** (1) The graduation date of the student is the day of the last successful exam. Students whose graduation carries over to the next academic year pay the tuition fee of that semester.

#### **Teaching Level / Diplomas**

**Article 32-** (1) Students studying in the Turkish and English Program of the Faculty of Pharmacy are awarded the following diploma:

a) At least 300 (three hundred) ECTS for graduation, who are successful by taking the compulsory, common compulsory, elective and program-related elective courses that must be taken during the 5 (five) years of education foreseen for the Turkish and English Programs of the Faculty of Pharmacy (excluding the preparatory class). Students who complete the "Bachelor and Master Degree of Pharmacy" and "Pharmacist" titles are given.

#### **Cases Not Provisioned in the Directive**

**Article 33-** (1) In cases where there is no provision in this Directive, the procedures are carried out according to the Istanbul Medipol University Associate Degree and Undergraduate Education and Training Regulations, the provisions of other relevant legislation, the University Administrative Board and Senate Decisions, and the Faculty Management and Faculty Board Decisions.

#### **Repeal**

**Article 34-** (1) As of the effective date of this Directive, the "Education and Training Directive of the Faculty of Pharmacy", which was accepted with the decision of the University Senate dated 07/07/2022 and numbered 2022/09-06, has been repealed.

#### **Force**

**Article 35-** (1) The provisions of this Directive come into force on the date it is accepted by the University Senate, to be implemented starting from the fall semester of the 2023-2024 academic year.

#### **Executive**

**Article 36-** (1) The provisions of this Directive are executed by the Dean of Istanbul Medipol University Faculty of Pharmacy.

### Amendment History

<b>The Senate that adopted this Instruction</b>	
<b>Date</b>	<b>Session Number &amp; Resolution Number</b>
02/06/2025	2025/09-04