

UNIVERSITY OF KYRENIA FACULTY OF MEDICINE
EDUCATION-TRAINING AND EXAMINATION REGULATION

PART ONE

Aim, Scope, Basis and Definitions

Aim

Article 1

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

Scope

Article 2- (1) This regulation, covers undergraduate education plan and its period and structure, registration, courses and attendance, exams, evaluations and objections, graduation, deregistration and disenrollment, disciplinary practices at University of Kyrenia Faculty of Medicine.

Basis

Article-3 (1) This Regulation; was prepared based on the relevant laws dated 4/11/1981 and the 2547 Higher Education Law of the Republic of Turkey and Article 14, 44 and 46 of the Higher Education Planning, Evaluation, Accreditation and Coordination Council (YÖDAK) and University of Kyrenia Associate Degree and Undergraduate Teaching and Examination Regulation.

Definitions

Article 4- (1) In this regulation, the definitions represent;

a) YÖDAK; TRNC Higher Education Planning, Evaluation, Accreditation and Coordination Council,

b) YÖK; TR Higher Education Council

c) University: University of Kyrenia

d) Rector: University of Kyrenia Rector

e) University Senate: University of Kyrenia Senate

f) University Board of Management: University of Kyrenia Board of Management

g) Faculty: University of Kyrenia Faculty of Medicine

h) Dean: University of Kyrenia Faculty of Medicine Dean

i) Faculty Board of Management : University of Kyrenia Faculty of Medicine Board of Management

j) Faculty Board: University of Kyrenia Faculty of Medicine Board

k) General Coordinator: Coordinates the planning and measuring the curriculum of the Faculty of Medicine, and carries out the evaluation process in accordance with the rules and he/she is responsible for its implementation.

l) Head of Department of Basic Medical Sciences, refers to the lecturer that is responsible for the planning of the course curriculum that include the basic branches of medicine, the execution of the measurement and evaluation process in accordance with the terms in the term I, II and III.

m) Head of Internal Sciences Department: refers to the lecturer that is responsible for the planning the curriculum of internal clinical theoretical and practical courses of interest and for the execution of the measurement and evaluation process in accordance with the terms and the arrangement of the physical conditions of the clinics and the internship schemes in the term III, IV, V and VI.

n) Head of Department of Surgical Sciences: refers to the lecturer that is responsible for the planning of the curriculum of surgical clinical theoretical and practical courses concerning the medicine, for the execution of the measurement and evaluation process in accordance with the rules and for the regulation of the physical conditions of clinics/operating rooms and for the preparation of internship schemes in the term III, IV and V and VI.

o) Term (Class): An academic year,

p) Board of Coordinators: refers to the board that coordinates undergraduate education and provides advises to the Faculty Board,

q) Term Coordinator: Refers to the instructor that is responsible for the planning of the relevant part of the Faculty of Medicine curriculum for its own term in coordination with other terms and for the proper implementation of the measurement and evaluation process of the relevant period

r) SA (Student Affairs): Refers to the department that is responsible for the registration, course attendance, course measurement and assessment, transcript preparation, course exemption, permissions, archiving examination documents and provisional certificate of graduation of faculty of medicine students

s) Compulsory course: It is included in the faculty curriculum and must be taken and students must pass in order to meet the regulations to be eligible to graduate.

t) Course committee: Refers to the training module composed of courses that are structured to complement each other under a certain topic on the relevant science fields in Term I, II and III,

u) Elective course: Courses within and outside the field chosen by personal choice of the student.

v) Common compulsory course: Courses for Foreigners and History for Foreigners specified in Article 5 of the Higher Education Law No. 2547

w) Vocational theoretical course: theoretical courses that include the principles of the knowledge and work of medicine in all semesters

x) Practical course: Practical courses given in Term I, II and III,

y) Internship course: refers to the training modules that provided in addition to theoretical education, for clinical education in terms IV, V and VI where skill and attitude training is also provided via rotation in different branches,

z) ECTS; European Credit Transfer and Accumulation System which is used for credit transfer between institutions of higher education.

aa) Term grade: grade that obtained out of 100 from each non-committee course, course committee and internship

bb) CST: Clinical Skills Training

cc) PBL: Refers to the Problem-Based Learning Education.

dd) BSC: Refers to the Basic Sciences Course.

PART TWO

Student Admission and Registration Conditions

Faculty admission and registration requirements

Article 5 – (1) Students are accepted to the Faculty of Medicine, according to the rules set by YÖK and YÖDAK and University's Student Registration and Admissions Regulations

(2) The number of students to be admitted and the conditions of entry are determined by taking the opinion of the Faculty Board, with the recommendation of the university senate and according to the principles set by YÖK and YÖDAK.

(3) The registration of international students and TRNC citizens to the Faculty realized after the related legislation and/or the selection exam to be held by the University that carried out within the framework of the determined principles and conditions by the Rectorate.

(4) Registration renewal takes place at the beginning of each semester, on the dates specified in the University academic calendar. Registration of students who do not renew their registration is suspended until the end of their maximum education period and provided that the payment is made according to the tuition fee valid for the academic year in which they are registered and

adaptation to the current course program has been made by the Faculty Administrative Board, they can continue their education, enroll and benefit from their student rights.

Lateral Transfers

Article 6 – (1) The lateral transfer of TR, TRNC and foreign students from other medical faculties to the Faculty is done according to the regulations set by Transfer between Undergraduate and Associate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Programs of YÖK and YÖDAK and in accordance with the provisions of the Directive on the Principles of Credit Transfer and according to the 6th section of the Associate Degree and Undergraduate Education and Examination Regulations of the University of Kyrenia

Lateral transfers are only made at the beginning of the fall semester. The Faculty Administrative Board decides on the lateral transfer and course exemption. The Faculty Administrative Board makes adjustments of these students to education program.

Course Exemptions

Article 7 – (1) A student who has been admitted to the faculty with a lateral transfer between institutions, in order to be exempted from the courses should apply within ten working days with a transcript not older than two years from previous higher education institutions. The application is evaluated after discussion at the Faculty Administrative Board.

(2) If the student requests an exemption, the Faculty Administrative Board by taking the opinion of the department and the coordinator evaluates the student's previous achievements and decides which ones to exempt and which to adapt. The courses for which exemption is granted is reduced from the maximum time that set in the Article 11 of this Regulation and the remaining courses of the program must be successfully completed in the remaining years.

(3) After leaving the Faculty if the student re-enters the Faculty with the central placement exam, the grades of the courses that the students have taken before and were successful, with the decision of the Faculty Board of Directors, in accordance with the notes specified in Article 22 of this Regulations shown on their transcripts and included in the academic average.

(4) For other matters, the relevant legislation provisions of University of Kyrenia are applied.

Student status

Article 8 – (1) Only full-time and special students whose valid excuses are examined and considered acceptable are accepted to the Faculty with the decision of the Faculty Administrative Board. Auditor students are not accepted in classes at the Faculty.

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

Registration renewal, taking courses

Article 9 – (1) Each student, after paying the tuition fee, within the period specified in the academic calendar at the beginning of the year, starts the semester by registering. If a student misses the determined registration period with a valid excuse that approved by the Faculty Administrative Board can be registered within 1 month. Students who do not renew their registration within the specified period, and who do not give excuses cannot attend classes and exams in that year, cannot be able to take advantage of student rights. The year in which the student does not renew the registration is considered as the period of study. If the student does not have an excuse accepted by the Faculty Administrative Board, he/she should has to renew the registration in-person and is responsible for the execution of the registration process.

(2) Students are not dismissed because the tuition fee is not paid within the maximum period specified in subparagraph (c) of the first paragraph of Article 44 of the Law No. 2547 and the registration is not renewed. In such a case, those who cannot complete their education pay the fee stipulated by the Board of Trustees at the beginning of each semester and complete the registration renewal. Students in this situation keep on holding their student status without benefiting from other rights granted to students, with the exception of participating in theoretical, practical, clinical courses and exams, and internship.

However, with the decision of the university authorized boards and the approval of the Higher Education Council, the students may be dismissed if the tuition fee is not paid for four consecutive years and the registration is not renewed.

PART THREE

Principles Regarding Education

Medium of Instruction

Article 10 – (1) University of Kyrenia Faculty of Medicine has both Turkish and English programs. However, with the decision of the Senate, the courses in the curriculum can be given in a foreign language. International students are required to certify their ability to understand, speak and write English with a English Language Proficiency certificate obtained from institutions determined by the Faculty Administrative Board.

Education Period

Article 11 – (1) Education in the faculty; It is carried out according to the academic calendar determined by the Faculty Board and approved by the Senate.

(2) The education period in the faculty is (6) years.

(3) At the end of each academic year, the academic calendar of the next academic year is submitted for the approval of the Faculty Board and the University Senate.

(4) Students must complete their medical education in a maximum of nine years, regardless of whether they are registered for each year, starting from the beginning of the academic year. The penalty period of students who are suspended from the university is counted as their education period. Students who have an internship that has not been taken at the end of the maximum period are discharged from the University.

Method of Instruction

Article 12 - (1) Education in the faculty is generally carried out with an integrated system arranged on the basis of coordination between course subjects and hours; This coordination in term I, II and III is applied as course committees, non-board courses and elective courses. In term I, II and III board courses are considered as a single course and the academic year is a whole.

(2) The course committees, elective courses, internships and their durations to be included in the faculty in each semester are determined by the recommendation of the Faculty Board and the approval of the University Senate.

(3) In term I, II and III the credit value of BSC coded board courses includes all of the weekly theoretical course hours of that course, as well as half of the weekly laboratory, practice etc. activities course hours. The distribution and credits of course committees, non-committee courses and elective courses are specified in the annual education programs approved by the Faculty Board. Annual education programs are announced at the beginning of the academic year at the latest.

(4) In grades IV and V, each course is structured as an internship. The total credits of the courses/internships for each academic year are separately stated in the annual education programs. The curriculum is structured as theoretical lectures, laboratory and practical applications (simulated patient practice, bedside visits, etc.).

(5) Term VI is the period of "medical internship" consisting of practice-based internships.

(6) There are elective courses/internships in each year of education.

VI. Class (Internship)

Article 13- (1) Students who have not successfully completed the first 5 classes of the Faculty of Medicine cannot become interns and pass to the grade VI.

(2) Grade VI training lasts 12 months and is called as internship. Its scope includes preclinical, clinical, polyclinic, laboratory and field studies in departments, individual medical intervention, patient follow-up and epicrisis, application of communication skills, shifts, active participation and contribution to seminars/meetings.

(3) Requests for domestic and international internships outside the faculty are evaluated by the Coordinators Board and the Faculty Administrative Board, not exceeding three months, provided that it meets the program eligibility requirement.

Structuring and Implementation of Education and Training

Article 14- (1) The structuring consists of education boards working with the technical support of the Coordinators Board under the responsibility of the Dean of the Faculty of Medicine and the Deputy Deans.

Courses

Article 15- (1) In terms of their types courses are classified as compulsory, common compulsory, elective, internship and seminar. They are classified as prerequisite courses in terms of their qualifications and theoretical and practical courses (practice) in terms of the way they are given (teaching methods).

(2) Compulsory courses: These are the courses that the student is obliged to take in the program he/she is enrolled in.

(3) Common Compulsory Courses: History for Foreigners and (v) Turkish for Foreigners are the common compulsory courses in the curriculum. In order for students to pass the 6th grade, they must be successful in all of these courses until the end of the 5th grade.

Prerequisite and Elective Courses

Article 16- (1) **Prerequisite courses** ; all courses are prerequisites except the 5(v) courses and elective courses specified in Article 15 of the Faculty of Medicine education program are prerequisite courses. Students, who fail to pass the prerequisite courses or attend the next higher grade with the conditions specified in the 20th article of this regulation, must provide the passing grade with the conditions specified in the 20th article of this regulation.

(2) Elective courses can be taken from the unit where the student is registered or from other units. The semesters in which elective courses will be taught and the minimum number of elective courses to be taken in these semesters are specified in the education and training programs by the relevant unit boards. The unit committees determine the number of students required to open an elective course, which cannot be less than five students for in-field elective courses and ten students for non-field elective courses. The authorized committees of the relevant unit determine the number of students in elective courses in programs that provide education on a yearly basis. Elective courses to be taken by the student constitute at most 25% of the total credits in the program. Elective courses; are determined as in-field and out-of-field elective courses. They have to be successful in non-field elective courses until the end of the V. grade. If they fail the elective courses at the end of the grade V, they cannot pass the class and attend the grade VI.

(a) Elective courses in grade I, II and III lasts for one semester.

(b) Measurement and evaluation of elective courses in grade IV and V are made in accordance with the grade they are in and are credited.

(c) The student who has to re-take the elective course or the elective internship in the grade IV and V can take another elective course/internship with the same credit, in case the elective course/elective internship he/she has taken before is not opened.

(3) Elective courses/internships are included in the diploma supplement of the student.

Compulsory Attendance

Article 17- (1) Course attendance requirement is applied within the framework of the principles and conditions determined in Article 17 of the University of Kyrenia Undergraduate Education and Examination Regulation.

(2) Attendance status is determined with sign-in attendance sheet and the relevant coordinators are informed. The student who signs on behalf of someone else is considered absent and a disciplinary investigation is opened. The medical report does not remove the obligation on course attendance.

(3) At the grade I, II and III in a class committee, it is compulsory to attend at least 70% of the theoretical courses and 80% of the practical and applied courses. The obligation to attend skill laboratories is 100%. The student cannot take the practical and theoretical exams of the relevant courses for which he/she does not meet the attendance requirement.

(4) In grade IV and V, the obligation to attend each internship is 80%. Students who have more than 20% absenteeism in each internship are not taken to the final exam and repeat the internship. In grade V education lasts for 52 weeks continuously, 100% attendance is mandatory.

(5) Students who have more than 20% absenteeism in each small group study within the scope of Introduction to Medicine Practices receive zero (0) points from the relevant small group study.

(6) Students who have met the attendance requirement but have not taken the practical exam held before the course committee are not taken to the lecture committee theoretical exam, but can take the make-up exam if they can document in writing their excuses.

(7) In order for the students who come after the beginning of the academic year with lateral transfer, academic amnesty and court decision to start their education in the appropriate class, must have attended 80% of the course committees or internships and 70% of the theoretical courses from the beginning of the academic year to the date they will start the faculty. Students who exceed these periods can start their education at the beginning of the next academic year or the next internship, without prejudice to their rights.

Excuses/Leaves /Suspending Education/Assignments:

Just and Valid Causes:

Article 18- (1) The just and valid causes of the students who cannot fulfill one of the registration, attendance, application and visa/end of internship exam conditions accepted by the Faculty Administrative Board are applied as follows:

- a) The student has a health-related cause documented by a health report issued by health institutions,
- b) Suspending his/her education with the decision of the Higher Education Board due to events that will result in the disruption of his/her education in accordance with the provisions of the Law No. 2547,
- c) The student had to suspend his/her education due to natural disasters, provided that it was documented with a document to be issued by the highest civilian authority of the locality,
- d) In case of serious illness of first-degree relatives and in-laws, the student must certify that he/she has to suspend his/her education because there is no one else to look after,
- e) The detention of the student.
- f) Conviction that does not require the removal of the student's status as a student or does not require his/her expulsion.
- g) Conscription of the student due to the loss of the right of deferment of military service or the cancellation of the military suspension.
- h) Having a documented out of the university scholarship, internship or research opportunity for a maximum of one year that will contribute to the education and training of the student,
- i) There are other reasons that the Faculty Administrative Board will accept as just and valid.

(2) Students who are unable to attend a midterm exam due to a just and valid cause or who makes an application by documenting their status within five working days at the latest after the end of their excuse, may take only one make-up exam, for each course committee/internship provided that they have a reasonable excuse that is accepted by the relevant Board of Directors. Make-up exams are held on dates to be determined by the relevant units.

(3) Students whose just and valid cause have been accepted by the relevant Board of Directors must meet the attendance requirements in article 17 of this regulation.

Leaves

Article 19- (1) If the student, who has to suspend his education for just and valid reasons stated in Article 18 of this regulation, does not meet the attendance conditions specified in Article 17 of this regulation for the period he cannot use due to an excuse, he/she is considered to be on leave

for that year. The maximum period of unused time in such long-term leave is added to the study period.

(2) The attendance conditions specified in Article 17 of this regulation are valid for students who represent our country at national and international level with scientific, cultural, social and sports activities of University of Kyrenia. The rights of the students in this situation are reserved for the course committee/internship final exam.

(3) Except for reasons such as health reasons, detention, military service, the maximum period of being on leave for justand valid reasons deemed appropriate by the Faculty Administrative Board is one year at most.

(4) During their education, students can participate in national and international congresses to present a paper upon the recommendation of the Coordinators Board and the approval of the Faculty Administrative Board.

PART FOUR

Exams, Evaluations and Appeals

Exams

Article 20- (1) Examinations are held within the framework of the principles and conditions determined in Article 19 of the University of Kyrenia Undergraduate Education and Examination Regulation.

(2) All exams in the faculty are evaluated over 100 full points. The relevant committees, taking into account the characteristics of the courses, recommend the weights of the midterm and final exam grades to be used in the calculation of the success grade to the Rectorate. In addition, the course coordinator makes an announcement at the beginning of the semester, covering the content of the course, all matters that will be the basis for calculating the success grade, the relevant resources and the time to be allocated to the students outside of the scheduled course hours.

(3) Success grades are determined with 0-100 point grading scale. To be successful in the faculty, the final grade must be at least 50.

(4) Exams are held as; midterm, year-end final exam (final), year-end make-up exam, internship-end exam, internship-end make-up exam, make-up exam. The relevant departments and coordinators determine exam dates. These exams are:

a) **Midterm exam:** These are the exams held at the end of each course committee in the term I, II and III. For the theoretical and practical courses other than the course committees, at least one is held in each half term. The midterm grade point average is determined by dividing the sum of the student's grades in the midterm exams by the number of midterm exams. The FF grade of the student who does not attend the midterm exams of the relevant course committee or

committees without an excuse accepted by the Faculty Administrative Board is announced as "0". The grade point average of the midterm exams is calculated accordingly. Students whose midterm grade point average is "0" cannot take the final and make-up exams.

b) **Year-end final exam:** It is a single exam, held at the end of each semester for course committees and non-committee courses on the date specified in the academic calendar, after the end of the last course committee exam or common compulsory courses and covers all courses or course committee. Students at the grade I, II and III can continue to the next grade with conditional success from at most one of the BSC coded courses, which covers one academic year. Students who gain this right take the end-of-year exam of the relevant course in the next semester in order to obtain the passing grade of the course they pass conditionally.

c) **Year-end resit exam:** it is the exam that performed for students who fail the year-end final exam or who want to increase their grades, covers all course or course committees and held in the same exam period and on the date specified in the academic calendar after the end of the year-end final exam.

Those who fail the final exam with an FF and those who conditionally pass with a DD will take the final exam. Students who wish to improve their grades in a course they passed with a DC can take the final exam and raise their grades by submitting a petition no later than one week before the exam date. The resit exam replaces the end-of-year final exam. The theoretical exam may be oral and/or written. 60% of the average of the midterm exams, 40% of the end-of-year final exam and make-up exams are evaluated as the end-of-year success grade of the course.

In calculating the end-of-year success grade of the relevant board and/or course for a student taking the end-of-year make-up exam, the grade that is higher than the end-of-year final exam or end-of-year make-up exam grades is taken into account.

At the grade I, II and III students who qualify to attend the next upper class conditionally in a BSC-coded course in their classes, if they cannot provide a passing grade in the end of year final exam of the course they passed conditionally, they have to take the end-of-year make-up exam and provide the success grade.

Students who pass a BSC coded course with conditional success, if they cannot achieve the success grade of the relevant course in the end-of-year make-up exam, are considered unsuccessful and have to repeat the course. The right to advance to the next grade on a conditional passing basis is only valid for courses coded TBD100, TBD200 and TBD300. There is no right to conditionally pass the internship courses starting from the 4th grade.

d) **Internship final exam:** Practical and theoretical evaluation of each internship is done separately. The relevant department determines the practical exam result so that the contribution percentage of the Internship Process Evaluation does not exceed 40% and is calculated over the practical exam grades. For the grade IV and V internships, the internship evaluation practical exam is held as determined by the relevant Department (bedside evaluation,

mini-clinical evaluation, objective structured clinical practice exam). Students with a raw score of 50 and above in the end-of-internship practical exam are evaluated as “Successful”. The student who is successful in the practical exam is entitled to take the theoretical exam. Theoretical exam is done in two parts, oral and written. In internships the raw grade for passing the internship is determined by taking 50% of the written exam and 30% of the written exam.

e) **Resit exam at the end of the internship:** It is the exam that held on the date specified in the academic calendar after the end of the last internship of the academic year for students who fail the final exam. In terms IV and V, students who have taken all internships of the relevant year but who fail in resit exam from a maximum of two internships in the in term IV, and a maximum of four internships in the term V, participate in the end-of-internship resit exam. In case of failure in the resit exam at the end of the internship, the internship is repeated.

A student who does not take any of the final and resit practical exams is not entitled to take the final and/or resit theoretical exam. In this case students cannot start grade VI in which they will receive internship training.

For elective courses in grades I, II, III and IV, at least one midterm exam is held in each grade and one final exam is held at the end of the year.

f) **Make-up Exams:** The excuses of the students who received in the first three semesters FF from any course committee, non-committee courses, all courses to be taken in semesters IV, V or internship courses are evaluated and submitted to the approval of the Faculty Board upon their request. However, in order for the student to be considered excused, he/she must document his/her excuse in accordance with the 21st Article of the University of Kyrenia Associate Degree and Undergraduate Education-Teaching Examination Regulations and the Faculty Board must accept this situation. Students who have the right to take the midterm exam but who are not able to take the exam, whose justified and valid excuses are accepted by the Faculty Board, use their right to take the exam on the day, place and time determined by the dean. A second make-up exam is not allowed for make-up exams. Make-up exams are not held for year-end exams (finals and make-up exams).

g) **Resit exams:** Resit exams for University of Kyrenia Faculty of Medicine students are held within the framework of the principles and conditions determined in the Examination Regulation.

h) **Single Course Exam:** It is applied if there is a single course/internship in which the student fails to complete the course at the end of the 5th semester.

Exam Format

Article 21- (1) Success in a course is determined by the course grade. The success grade is calculated as follows:

The grade of the course committees is obtained by adding 60% of the weighted grade point average of the course committees in that term and 40% of the final exam grade. A minimum

grade of 45 in the final exam (final or make-up exam) is a prerequisite for passing the course committees. Students who have received this grade must have a minimum grade of 50 in order to be considered successful in the year.

In the first three years, exams can be given as theoretical (oral and/or written), and/or practical/laboratory exams (oral and/or written, or objective structured practical exam). It is obligatory to take the laboratory/practical exams of the course committees in the first three grades. A student who does not take any laboratory/practical exam in the relevant course committee for each course is not taken to the theoretical exam of the relevant course committee and the relevant midterm exam grade is announced as “-50”. Theoretical and laboratory and/or practical exams of a course committee or internship are evaluated together. Students who cannot take the laboratory/practice exams for any reason in the end-of-year exam can take the end-of-year theoretical exam, but the practical exam grade of the relevant course is considered to be zero (0).a) In order to be successful in the courses other than the course committees in the first three semesters, the grade obtained from the final exam must be at least 50 and the sum of 60% of the midterm exam averages and 40% of the final exam grade must be at least 50.

b) Practical and theoretical exams are given in the internship end-of-term exam in grades IV and V. The student who is successful in the practical exam is taken to the theoretical exam. In the end-of-internship practical exam, students are evaluated as "Succeed" or "Failed". Students who do not attend or fail the practical exam are not allowed to take the theoretical exam. Students who do not take the practical exam or fail the practical exam repeat their internship.

c) Students who have not completed the minimum clinical / practical application rate determined by the departments during the year and / or did not attend the clinical course, complete their internship at the beginning of the new academic year and the duration of the internship must be equal to the number of working days during the year.

d) Grade IV students are evaluated by the head of the department in terms of their practical applications, theoretical knowledge, communication skills, attendance, behaviour and attitude during their internships.

(2) Make-up and internship repeat exam results are processed just like the general exam results.

(3) Exam grades are announced in writing.

Calculation of Grades

Article 22- (1) In the midterm and semester/end exams of a course committee, the sum of the grades taken from each of the courses that make up the course committee according to their weights, determines the grade of that exam and the grade received by the student is announced by converting to letter grade.

(2) If a student gets less than 50% in one or more of the courses in a course committee, the difference between the grade he/she received and 50% of the total grade of that course is subtracted from the total grade of the course committee exam.

Midterms Grade Point Average

Article 23- The grade point average of the midterm exams given in the grade I, II and III is determined by dividing the sum of the grades received by the student from the midterm exams by the number of midterm exams. The relevant midterm exam grade of the student who does not attend the midterm exams of the relevant course committee or committees without an excuse accepted by the Faculty Administrative Board is announced as “-50”.

Success Grade Calculation

Article 24- (1) Success grade is calculated within the framework of the principles and conditions determined in the Article 26 of the University of Kyrenia Associate Degree and Undergraduate Education and Examination Regulations.

(2) The success grade of the student is determined out of 100 full points.

(3) The year-end grade of the course committees in the grade I, II and III is calculated by adding 60% of the midterm exam grade point average and 40% of the semester/end of year exams grade.

(4) The average of the grades obtained in the oral and written exams of the students who are successful in the practical exam in the grades IV and V determines the success grade.

(5) In return for the calculated score, one of the letter grades whose coefficients are specified, announced by the Coordinator ship in the grade I, II and III and at grade IV and V by the instructor who is appointed as individual responsible by the Departments.

(6) The scores, grades, coefficients and meanings expressing the course success grades are given below:

a)

Grade Letter	Coefficient	Grading	ASSESSMENT
AA	4.00	90-100	EXCELLENT
BA	3.50	85-89	GOOD / VERY GOOD
BB	3.00	75-84	GOOD
CB	2.50	65-74	AVERAGE/GOOD

CC	2.00	55-64	AVERAGE/ GRADUATION REQUIREMENT
DC	1.50	50-54	AVERAGE / PASS
DD	1.00	45-49	PASS CONDITIONALLY SUCCESSFUL
FF	0.00	<45	FAILED

b) Also letter grades refers to the follows indicates;

NA: Does not have the right to take the general, make-up and single course exam due to absenteeism or failure to complete the minimum rate in the academic year in which the course is given, unsuccessful. Article 22/3 is evaluated within this scope.

FF: Did not take the course committee exam, midterm, general or make-up exam, final exam, failed

FF: He/she took the course committee exam, midterm, general or make-up exam, final exam, failed.

I: Could not take the general exam because of lack of clinical/practical applications; However, students who have completed the minimum levels are given this grade during the make-up period until the make-up and single course exam. The student who cannot correct the deficiencies at the end of the make-up process; make-up and single course exams are not taken and their grade remains the same.

W: Withdrawal from the course.

(7) A student who receives AA, BA, BB, CB, CC or DC grades from a course in all classes is deemed to have succeeded in that course. The raw success point equivalents of the success letter grade are determined by the education coordinating board.

In order to raise their grades at the end of the grade V, students can only take the make-up exams of the internships they have achieved with DC, DD. Students who start their V. grade late due to their internship/internships they retake at IV. grade and who will complete the V. grade and become an intern during the year, can take the internship exams or make-up exams of the internships that still continue in order to raise their grades without waiting for until the end of the year.

Students who want to take the exam must notify the term coordinator with a petition at least three (3) days before the exam.

Students who want to increase their GPA can only retake the courses they have achieved with DC, DD. The last grade obtained in the semester/year in which the course is repeated is valid.

The previous success grades of the students who come from outside the university by transfer or who are enrolled in the university via ÖSYM exam or lateral transfer are recorded on the

student's transcript by using the grade conversion table in accordance with the lateral transfer and credit transfer guidelines.

Attendance and Validity of Exams

Article 25- (1) Examinations are held within the framework of the principles and conditions determined in Article 18 of the University of Kyrenia Associate and Undergraduate Education and Examination Regulations.

(2) The student has to take all the exams he/she is entitled at the venue, day and time as it announced. The grade of the student who took the exam that he/she was not entitled to take is invalid. In order to take the end of year final exam or make-up exams for a course, the student has to register for the course, attend the course and fulfill the other requirements of the course.

(3) As a result of the disciplinary investigation opened against them those who have been found to have cheated, attempted to cheat or aided others committing exam cheating will receive "NA". The value of "FF" for faculty board lessons is "0". It is strictly forbidden to enter the theoretical, practical/laboratory exams with electronic devices such as mobile phones and/or computers. A student who enters the exam venue with such devices is deemed to have cheated or attempted and a disciplinary investigation will be initiated against him/her.

(4) The exam grade of the student who does not attend the internship exam in the term IV and V without an excuse accepted by the Faculty Administrative Board is announced as "FF" ("0" for the semester I, II and III course committees).

Objection to the Exam Questions and Grade

Article 26- (1) Objections to the midterm exam results at the grade I, II and III are made within 24 hours from the announcement date, and objections to the end-of-year exams are made within 48 hours with an objection petition submitted to the Dean of the Faculty of Medicine. The objected question can be cancelled in line with the evaluation of the faculty member who prepared the question. Cancelled question is excluded from evaluation and student grades are calculated based on the answers given to the remaining questions.

(2) Objections to the exam result on the grounds of material error are evaluated within the framework of the principles and conditions set forth in Article 22 of the University of Kyrenia Associate Degree and Undergraduate Education and Examination Regulation.

(3) Objections to small group work grades are evaluated by the relevant committee and written information is given to the Dean's Office regarding the issue.

Additional exams, Dismissal

Article 27 – (1) The course committees, courses, internships and their durations to be included in the faculty in each semester are determined by the recommendation of the Faculty Board and the approval of the Senate. In order to graduate, students must successfully complete the course load determined by the Faculty Board and approved by the University Senate during the six-year education period.

(2) The education period in the faculty consists of six semesters, each of which covers one academic year. Each semester is at least thirty-two weeks in duration, excluding exams. At the end of the each academic year, the academic calendar of the next academic year is submitted for the approval of the Faculty Board and the Rectorate.

(3) Students must complete their medical education in a maximum of nine years, regardless of whether they are registered for each year, starting from the beginning of the academic year which they are registered. The penalty period of students who are suspended from the university is counted as their education period. Students who have not taken any internship at the end of the maximum period are dismissed from the University.

(4) If the students have been dismissed from the higher education institution in accordance with the provisions of the University of Kyrenia Student Discipline Regulation, they are dismissed from the University by the decision of the faculty board.

(5) The dismissal of students from the University may also be upon their own request to leave. In this case, it is obligatory for students to make a written request to the Dean's Office in person. The SA carries out other procedures related to dismissal.

(6) If a student's absence exceeds two years during the entire education period due to schizophrenia and other mental disorders that cause permanent disability which is documented with a medical board report, the Faculty Administrative Board decides whether or not he/she can continue his/her education.

(7) The Faculty Administrative Board may decide to cancel the student's registration if the tuition fees are not paid.

(8) Students are dismissed from the University with the decision of the Faculty Administrative Board, if they do not renew their registration twice in a row without an any excuse.

PART FIVE

Graduation and Enrollment and Deregistration

Graduation Achievement Degree

Article 28- (1) Graduation grade is calculated by dividing the sum of the year-end grades of each class by 6.

(2) Students who ranked in the top three degrees for graduation should not have received a disciplinary penalty and not to have lost years except for excuses accepted by the Board of Directors.

(3) Students who transfer to our faculty after the grade V are not included in the raking.

Diplomas, Graduation and Other Documents

Article 29- (1) Students who successfully complete the theoretical and practical studies and exams required for graduation in accordance with the provisions of the directive regarding the Higher Education Law, are entitled to receive a Medical Faculty Diploma with all its powers and responsibilities in a way that they will benefit from all the rights and powers accepted by the TR and TRNC laws.

(2) The following diplomas, diploma supplement, transcript and temporary graduation certificate are given in the Faculty of Medicine.

a) Associate Degree of Basic Medical Sciences: Those who successfully complete the first two years are given a "Basic Medical Sciences Associate Degree" if they leave the university or decide to leave.

b) Medical Doctor Diploma: Those who successfully complete the Candidate Doctorate Period are awarded a "Doctor of Medicine Diploma".

c) Students are given a diploma supplement prepared in accordance with the procedures and principles determined by YÖK, YÖDAK and the University Senate and the provisions of the relevant legislation, a transcript showing the success grades obtained on a semester basis, and a temporary graduation certificate until the diplomas are prepared.

Deregistration and Disenrollment

Article 30- It is done within the framework of the principles and conditions determined in Article 30 of the University of Kyrenia Associate and Undergraduate Education and Examination Regulations.

PART SIX

Discipline and Attire of Students

Discipline

Article 31- (1) The provisions of YÖK, YODAK and Kyrenia University Student Disciplinary Regulations are applied in disciplinary works and procedures during the education of the students.

(2) Students who are sentenced to temporary suspension for any reason cannot participate in education, social activities and cannot enter the facilities of the University during this period.

Those who have been arrested or convicted, who have a decision of detention in absentia or who are reported to the faculty/school by the official authorities that they are wanted are not taken to the exam and their exam rights are not reserved. However, the way and method of using the education and training rights of those who have ended their detention, who have been acquitted or who have been sentenced for a short period of time, during their detention and imprisonment, are decided by the faculty/school administrative board.

Attire of Students

Article 32-At the Faculty of Medicine, students are dressed appropriately in line with the prestige of the medical profession in the hospital and laboratory practices required by the specific conditions of medical education. Detailed information is given in the training guide.

PART SEVEN

Miscellaneous and Final Provisions

Cases Without Provisions

Article 33- In cases where there is no provision in this regulation, the University of Kyrenia Associate Degree and Undergraduate Education and Examination Regulation, the Higher Education Law No. 2547 and other relevant Higher Education legislation provisions and the decisions of the Senate, University Administrative Board and Faculty Administrative Board are applied.

Force

Article 34- This regulation is valid as of 11 September 2019.

Executive

Article 35- The provisions of this regulation are enforced - by the University of Kyrenia Rector.