

**ISTINYE UNIVERSITY, FACULTY OF DENTISTRY,  
EDUCATION AND EXAMS DIRECTIVE**

**SECTION ONE**

**Purpose, Scope, Legal Basis, and Definitions**

**Purpose**

**ARTICLE 1 – (1)** The purpose of this Directive is to establish the rules, principles, and procedures to comply in the planning, execution, and evaluation of all processes and activities related to education and assessment-evaluation at Istinye University, Faculty of Dentistry.

**Basis**

**ARTICLE 2 – (1)** This Directive is based on Article 44 of Law No. 2547, and other articles authorizing relevant units for amendments to the Istinye University Directive on Associate/Undergraduate Programs and Exams, and National Core Curriculum for Undergraduate Dentistry Program (DUÇEP).

**Scope**

**ARTICLE 3 – (1)** This Directive covers the rules for all processes and activities regarding education and assessment-evaluation applicable to dentistry education provided to students of Istinye University, Faculty of Dentistry, as well as the duties, powers and working principles of the committees with authority in dentistry education.

**Definitions**

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

- a) Assessment and Evaluation Committee: the committee comprised of the Dean, Vice Dean, Chief Coordinator of Education, and Class Coordinators, and responsible for developing objective, valid, and reliable assessment-evaluation methods and the execution of the procedures for exams in all periods of education
- b) Board of Trustees: Board of Trustees of Istinye University
- c) Chief Coordinator of Education: the faculty member responsible for the structuring, preparation, and execution of educational programs
- d) Class Coordinator: faculty members who are responsible for organizing education processes in all classes, and ensuring their complete and orderly execution
- e) Clinical Practice Courses: compulsory courses conducted by the departments in Classes IV and V, consisting of the application of clinical skills and treatment approaches in dentistry
- f) Course, e-Course: the course is the educational work that is included in the curriculum and carried out by the teaching staff within the framework of a weekly program. The e-course is an electronic course in which the teaching content and materials are presented over the internet/intranet or a computer network, and the students, together with the teaching staff and other students, participate in this environment synchronously and/or asynchronously, without any time and place dependency
- g) Dean: Dean of Faculty of Dentistry, Istinye University
- h) Deanery: Deanery of the Faculty of Dentistry, Istinye University
- i) Dentistry Program in the English Language: the English Language Program implemented in coordination with the Turkish Language Dentistry Program at Istinye University, Faculty of Dentistry
- j) Department Head: heads of departments at Istinye University, Faculty of Dentistry
- k) Department: departments at Istinye University, Faculty of Dentistry
- l) Directive: Istinye University, Faculty of Dentistry, Education and Exams Directive
- m) ECTS: European Credit Transfer System

- n) Faculty Board: Board of Istinye University, Faculty of Dentistry
- o) Faculty Managing Board: Managing Board of Istinye University, Faculty of Dentistry
- p) Faculty: Istinye University, Faculty of Dentistry
- q) Prerequisite course: courses or group of courses that should be taken and succeeded in the previous year/semester
- r) Student Representative for the Class: a student representing a given class, elected each year by the students from among their ranks
- s) Student Representative for the Faculty: The student elected by the students registered in the Faculty to represent the faculty students in the University Student Council and the Program Development and Evaluation Board,
- t) University: Istinye University
- u) Vice Dean(s): Vice Dean(s) responsible for education and other academic activities at Istinye University, Faculty of Dentistry

## SECTION TWO

### Duration, Language, Model of Education and Tuition

#### Duration of education

**ARTICLE 5 – (1)** In the Faculty of Dentistry, the education period, consisting of fall and spring semesters, is five years, excluding the preparatory class. Each semester consists of at least 14 weeks. The academic calendar of the academic year is determined by the Faculty Board and approved by the Senate. For a student to graduate, the program should be completed in a maximum of eight years without prejudice to the extensions specified in Article 44 of Higher Education Law No 2547, having passed a course load amounting to at least 300 ECTS credits.

#### Language of education

**ARTICLE 6 – (1)** The language of education at the Faculty is English in the English Program. The students who were admitted to the English Language program but could not meet the exemption requirement or who failed Istinye University's English Language Proficiency Exam must take the preparatory program. The principles applicable to education, exemption requirements, and exams of the English language preparatory program offered at Istinye University are regulated through Istinye University Preparatory Program Directive.

(2) The "international students" enrolled in the English Program of the faculty are required to submit a document attesting at least B2-level Turkish language proficiency issued by Turkish Language teaching institutions recognized by the Council of Higher Education (YÖK) to the Dean's Office, by the end of "Year 3<sup>rd</sup>" at the latest, before proceeding with the clinical practice period. The students who do not/cannot submit the proficiency document within the mentioned time frame will not be allowed to proceed with the clinical practice period. The University may offer free elective courses with a view to supporting the development of Turkish language skills of such students. However, the responsibility for certifying at least B2-level Turkish language proficiency before proceeding with the clinical practice period in which the student will come into contact with patients rests with the student.

#### Model of education

**ARTICLE 7 – (1)** Vertical integration is implemented in the Faculty Education Model, basic sciences are predominant in the preclinical period of dentistry, and clinical sciences are predominant in the clinical education period. The program includes courses with prerequisites and in order to take the prerequisite courses, the prerequisite course/courses must be succeeded. The program can include panels, problem-based learning (PBL) activities, integrated sessions, small-group training courses, peer training courses, case presentations, and simulation training methods in addition to courses and practices involved.

(2) The Faculty Education Model consists of two phases: Pre-clinical and Clinical Education;

- a) Pre-Clinical Education Phase: It covers classes (years) I, II, III and includes theoretical courses of mainly basic medicine and clinical dentistry disciplines within the body-organ systems or themes, and Professional and Clinical Skills Practices that prepare students for clinical education and training in terms of dentistry practices and skills, attitudes, and behaviors.
- b) Clinical Education Phase: It covers classes (years) IV and V (including simple clinical treatment approaches and observation in the spring semester of the third year). In this phase, the students gain the skills to employ the basic concepts and principles of medicine and dentistry in handling clinical cases and go with the suitable diagnosis and treatment approaches in light of the assessment of patients and become competent in sufficiently applying their clinical skills, and develop the ability to exhibit attitudes and behaviors in line with professional and ethical values. In order to take courses from Class IV (4th year), it is obligatory for the student to take and succeed in all the courses (except elective courses) from the pre-clinical period.

(3) Graduates who successfully complete the Pre-clinical Education-Teaching Period and the Clinical Education-Teaching Period are awarded a "Master's Diploma".

### **Tuition**

**ARTICLE 8** – (1) The education provided at the University is subject to tuition payment, with the exception of full scholarships granted in the University entrance exam by the Student Selection and Placement Center (ÖSYM). The applicable principles are set by the Board of Trustees at the beginning of each academic year. The principles and procedures regarding the extension of scholarships and discounts, on the other hand, are regulated through the IstinYE University Directive on Scholarships and Discounts for Associate/Undergraduate Programs. (2) The tuition fee is determined at the rate of credit (ECTS) they will receive in the year/semesters that the student repeats the failed courses.

## **SECTION THREE**

### **Committees and Persons Related to Dentistry Education, Relevant Duties and Responsibilities**

**ARTICLE 9** – (1) Education at IstinYE University, Faculty of Dentistry is planned and executed by the Committees and Persons whose structures, duties, and responsibilities are defined in Higher Education Law No. 2547, subject to regulation under this Directive. The committee members to work on such Committees are assigned by the Dean's Office, and they remain in their positions until a new assignment replaces them. The agenda for the Educational Committees, organization of the relevant meetings, and recording of the minutes of such meetings are carried out under the responsibility of the Dean's Office. The Dean and Vice Deans are inherent members of all committees and attend committee work where necessary.

### **Program evaluation and development committee**

**ARTICLE 10** – (1) This committee is comprised of the Dean, Vice Dean, Chief Coordinator of Education, Class Coordinators, other faculty members assigned by the Dean's Office, and the Student Representative for the Faculty when discussing student-related issues. Members are assigned by the Dean. Members other than natural members may be dismissed in accordance with the assignment procedure. The committee convenes at least four times in each academic year, with the Dean or Vice Dean as the committee chair.

(2) The duties and responsibilities of the committee are as follows:

- a) Determining the starting and end dates of the next academic year, and proposing such dates to the Dean's Office by the end of June each year.
- b) Presenting to the Dean's Office, by the end of June each year, the program developed in light of the curriculum proposals within the framework of the reports submitted by Class Coordinators.

- c) Ensuring the compatibility of the curriculum with the National Core Curriculum for Undergraduate Dentistry Program (UÇEP).
- d) Ensuring the implementation and oversight of the educational decisions taken by the Faculty Managing Board.
- e) Reviewing department (area) or university (non-area) elective course proposals received from the Elective Courses Committee.
- f) Reviewing the educational proposals and the feedback reports from faculty members.
- g) Having focus group interviews with student representatives for the classes at the end of each semester, so as to receive and review feedback from students.
- h) Reviewing the feedback and reports received from the Assessment-Evaluation Committee.
- i) Reviewing the education-related proposals received from the Employers Advisory Board at the end of each academic year.
- j) Preparing the “Program Evaluation Report” based on all data and feedback regarding education at the end of each academic year, and submitting it to the Dean’s Office.
- k) Submitting views and proposals regarding necessary changes to educational regulations and directives to the Dean’s Office.

**Assessment and Evaluation committee:**

**ARTICLE 11** – (1) The committee is comprised of the Chief Coordinator of Education, and other faculty members appointed by the Dean. The committee convenes at least four times in each academic year, with the Dean or Vice Dean as the committee chair.

(2) The duties and responsibilities of the committee are as follows:

- a) Preparing the schedule of exams to be held within the academic year, and proposing it to the Dean’s Office.
- b) Reviewing and resolving the post-exam student feedback, as well as petitions of objection against questions/exams, and make-up applications.
- c) Analyzing the exams within the academic year, and sharing the results of the analyses with the Class Coordinator and Program Evaluation and Development Committee.
- d) Drawing up reports containing proposals for improving, enhancing, and overcoming practical problems regarding exams performed during the academic year, and submitting them to the Program Evaluation and Development Committee.
- e) Planning and ensuring the implementation of assessment-evaluation training courses for faculty members.

**Laboratory committee**

**ARTICLE 12** – (1) The committee is comprised of the Chief Coordinator of Education, one member from each department with laboratory practices appointed by the Dean’s Office, and convenes with the Dean and/or Vice Dean acting as the chair. The committee reports to the Program Evaluation and Development Committee. The committee convenes at least four times in each academic year, with the Dean or Vice Dean as the committee chair.

(2) The duties and responsibilities of the committee are as follows:

- a) Determining the needs such as machinery/equipment, models, and consumables for the applied courses to be carried out at laboratories during the academic year, and proposing them to the Dean’s Office for procurement.
- b) Working in cooperation with the Departments, Class Coordinator, and the Program Evaluation and Development Committee in the context of planning and execution of the applied course programs to be implemented at laboratories.
- c) Performing/procuring internal audits regarding the measures for laboratory safety, and submitting reports to the Dean’s Office with respect to any deficiencies.

### **Chief coordinator of education**

**ARTICLE 13** – (1) The chief coordinator of education is appointed by the Dean from among faculty members, for a period of two (2) years, to ensure coordination among all committees involved in the preparation and execution of educational programs, and serves as an inherent member of all committees.

(2) Their duties and responsibilities are as follows:

- a) Ensuring the achievement and maintenance of horizontal and vertical integration in all academic years.
- b) Organizing at least one meeting per academic year with Class Coordinators for ensuring the compatibility of the curricula with DUÇEP, and the development of Istinye University, Faculty of Dentistry, Core Educational Program, reviewing the curriculum and presenting the results to the Program Evaluation and Development Committee in a report.
- c) Preparing/procuring tables such as the “Bologna Information Package Content”, “Program Qualifications” and “Higher Education Qualifications Matrix of Turkey” in coordination with the Program Evaluation and Development Committee.
- d) Leading the faculty’s national and international accreditation activities, and ensuring coordination among the committees and commissions to be set up to prepare the “Faculty Self-Evaluation and Interim Evaluation Reports”.
- e) Overseeing the activities of the education secretariat on behalf of the Dean’s Office.
- f) Organizing yearly evaluation meetings at least once every academic year with the Dean acting as the chair and Class Coordinators and Department Heads in attendance, along with student representatives, and submitting the End-of-Year Educational Evaluation Report containing the meeting minutes and proposals to the Dean’s Office.

### **Class coordinators**

**ARTICLE 14** – (1) For each year of education at the Faculty of Dentistry, one Class Coordinator is appointed by the Dean from among faculty members. Class Coordinators report to the Chief Coordinator of Education, Vice Deans, and the Dean in the respective order.

(2) Their duties and responsibilities are as follows:

- a) Ensuring the execution of educational activities in accordance with the academic calendar and programs.
- b) Presenting the revisions and new practices proposed with respect to the educational programs regarding the class they are responsible for, to the Program Evaluation and Development Committee.
- c) Analyzing the condition of the classrooms at least once a year, and taking notes of the problems detected, identifying potential problems, and proposing solutions to the Program Evaluation and Development Committee.
- d) Performing other functions regarding education, to be assigned by the Dean’s Office and the Chief Coordinator of Education.

### **Elective courses coordinator**

**ARTICLE 15** – (1) One Coordinator is appointed by the Dean’s Office for a period of two years to be responsible for the planning and execution of elective courses.

(2) Their duties and responsibilities are as follows:

- a) Reviewing the requests for the department elective courses by faculty members, and the university elective courses by other educational units of the University, as well as by other universities, and preparing and submitting to the Program Evaluation and Development Committee a report on whether the requests received meet the requirements for opening elective courses.
- b) Gathering the course syllabuses and the course information packages prepared by elective course coordinators, by the beginning of May prior to the relevant academic year.

### **Department heads**

**ARTICLE 16** – (1) They manage the administrative procedures, as well as educational activities of the departments, and report to the Dean’s Office. They convene the department committee in the context of taking decisions regarding educational activities and submit the relevant department committee decision to the Dean’s Office. The Department Head is appointed by the Dean, from among faculty members in the department, to serve for a period of three years.

(2) Their duties and responsibilities are as follows:

- a) Working in coordination with Class Coordinators, Chief Coordinator of Education, Vice Deans, and the Dean in order to ensure an effective and efficient structuring and implementation of the courses during the academic year.
- b) Supporting the course coordinators in working in coordination with department faculty members, and ensuring the attendance of department faculty members in the meetings organized for such purposes.

### **Student representatives for the class and the faculty**

**ARTICLE 17**– (1) In line with the regulations in the İstinye University Student Council Directive, the class representative is elected by students from among themselves for each class, at the beginning of the academic year by secret ballot under the supervision of the Term Coordinator. The result of the election is reported to the Dean's Office with a report. The Student Representatives for the Class serve for one academic year. The elections are repeated at the beginning of each year. The same student can run for the position for five years and can serve as the student representative for the respective class if elected.

The Faculty Student Representative is elected by all registered students of the Faculty, with the majority of those participating in the election, for a one-time period of two years, provided that they are registered at least in the 2nd year. The result of the election is reported to the Dean's Office with a report. In case the Faculty Student Representative loses the qualifications for being elected or the term ends before the expiry of the term for any reason, a new representative is elected with the same procedure within one month to complete the remaining term.

(2) Duties and responsibilities of Student Representatives are as follows:

- a) Ensuring necessary communications between the students in the class they represent, and the administrative bodies of the faculty.
- b) Communicating the decisions of the Dean’s Office and the administrative bodies of the faculty, to the students in the class they represent.
- c) Holding meetings, where necessary, with the students in the class they represent, to identify the problems and requests of the students and forward them to the Dean’s Office.
- d) Communicating the course syllabus-related proposals of the students in the class they represent, to the Dean’s Office through the Program Evaluation and Development Committee.
- e) The Student Representative for the Faculty is responsible for representing the students of the Faculty of Dentistry at the Program Evaluation and Development Committee and the University Student Council.

## **SECTION FOUR**

### **General Rules, Course Attendance, and Leaves**

#### **General rules**

**ARTICLE 18** – (1) The main rules regarding the pre-clinical educational phase are as follows:

- a) This phase includes compulsory Basic Medicine courses and Preclinical Dentistry courses, as well as elective courses and common compulsory courses required by the Council of Higher Education (YÖK). The number of such courses, and their ECTS credit

counts can vary from year to year.

- b) This phase also covers the Professional and Clinical Skills Practices preparing students for clinical practice and education. The main thing in preclinical practice courses is that students do one-on-one practice with their instructors/members and participate in other daily activities. Practices and assignments required from the relevant departments must be completed within the specified time, otherwise, the student cannot enter the semester/end exam.
  - c) The detailed program of the compulsory Basic Medicine courses and Preclinical Dentistry courses, common compulsory courses required by the Council of Higher Education (YÖK), and elective courses included in this period, with reference to the Academic Calendar, along with the course catalog presenting the supervisors of such courses, the faculty members teaching in the program, and the learning objectives and contents, assessment-evaluation methods, and the sources of reference utilized, are included in the Pre-Graduation Curriculum of Istinye University, Faculty of Dentistry, and the Istinye University Information Package. The program is reviewed each year and announced before the commencement of the academic year.
  - d) The Students who wish to attend the national and international student exchange programs such as FARABI, ERASMUS, and MEVLANA recognized by the faculty at an institutional level, may receive part of their education at another educational institution provided that they meet the requirements established by the applicable regulations. To do so, one needs to obtain the assent of the relevant Exchange Program Coordinator, and the Program Evaluation and Development Committee, as well as the approval of the Faculty Managing Board. The students currently enrolled in Class I ( first year) cannot take part in exchange programs.
- (2) The main rules regarding the clinical education phase are as follows:
- a) This phase (Classes (years) IV and V) is comprised of compulsory theoretical and elective courses, as well as compulsory clinical practice courses, to last for time frames specified each year by the Faculty Managing Board on the basis of the proposal by the Program Evaluation and Development Committee.
  - b) Compulsory clinical practice courses are conducted in groups and alternately throughout the academic year. The detailed program of the compulsory clinical practice courses with reference to the Academic Calendar, along with the course catalog presenting the faculty members taking part, the goals, learning objectives and outcomes, and assessment-evaluation methods are included in the Undergraduate Curriculum of Istinye University, Faculty of Dentistry, and the Istinye University Information Package. The programs are reviewed each year and announced before the commencement of the academic year.
  - c) The main purpose of the clinical practice course is to provide an opportunity for students to attend clinical activities, engaged in applied work in direct contact with faculty members, and take part in other daily activities the department requires the students to attend. During the academic year, students simultaneously cannot attend more than one clinical practice course. In line with the learning objectives, and with a view to ensuring vertical integration with the pre-clinical phase, some theoretical courses may take part.
  - d) During the clinical practice courses, students are responsible for completing and succeeding in the total practices they are responsible for. Students who attend the course but fail to complete or fail to succeed in their obligations cannot take the end-of-course exam, and complete their deficiencies during the make-up program. Students can participate in the make-up program of a maximum of four clinical practice courses in an academic year, and cannot attend more than one make-up program simultaneously. Students who fail more than four clinical practice courses repeat the relevant courses in the next academic year.

- e) The language of communication in the English program is Turkish in order to provide effective treatment services for patients during the clinical practice process.
- f) All compulsory clinical practice courses in the program for this period are executed and performed at University Hospitals, by the relevant departments of Istinye University, Faculty of Dentistry.

(3) In order to be able to take the courses with prerequisites, previous prerequisite courses must be taken and succeeded in past years/semesters. The accomplishment of prerequisite courses is particularly important as courses are only offered in the year/semesters in which they are programmed.

#### **Attendance in courses**

**ARTICLE 19** – (1) At least 70% attendance in lectures (theoretical) and at least 80% attendance in practical courses is a must. In case this requirement is not met for a given course, the student is deemed to be absent from the relevant course, and cannot take the end exam of the course. This will be shown on the student’s transcript with the letters DZ (absent). It is essential to take the relevant course again in the following year/semester and attend the course.

(2) Attendance of students is tracked through the method to be specified by the Assessment-Evaluation Committee.

#### **Leaves**

**ARTICLE 20** – (1) The time frames, in which the students assigned by the Rectorate or the Deanery are on duty, are not taken into account in assessing the nonattendance rate in all periods and it is considered to be continued during these time periods.

### **SECTION FIVE**

#### **General Rules regarding Exams, Exam Applications**

#### **Exams**

**ARTICLE 21** – (1) Exams; midterm exam, semester/year-end exam, make-up exam, resit exam, exemption exam, single course exam, grade increasing exam, and related exams are regulated by legislation. These exams are; It can be done face-to-face or online (remotely), in writing, orally, or both in writing and orally and/or in practice. Written examination documents are to be archived for a minimum of 2 years.

(2) Exemption exams, single course exams, and grade-increasing exams are regulated and performed by the “Istinye University Directive on Associate and Undergraduate Programs”.

(3) Exam schedules are prepared in such a way that there will be a maximum of two exams on the same day for the courses of a given class. The dates are determined by the Dean's Office within the framework of the “Istinye University Directive on Associate and Undergraduate Programs” and are announced at least one week before the exams.

(4) The exams for the Common Compulsory Courses required by the Council of Higher Education (YÖK) as specified by law are carried out in the date range noted in the Academic Calendar, under the coordination of the Rectorate.

(5) Exams can be made with multiple choice, open-ended, matching, fill-in-the-blank and similar methods. The method is announced to the students in advance. Which method or technique will be used for the exams is determined by the recommendation of the Assessment and Evaluation Board and the decision of the Deanery.

(6) The resources that the student can benefit from and prepare for the exam are specified in advance in the lesson plans, and there may be questions about the subjects that are not taught in the lesson but are asked by the students to read/research. The total weight of such questions in the exams cannot be more than 20%.

(7) Preclinical practice courses are evaluated by written, oral, or practical midterm exams and a semester/end exam during the course.

(8) Clinical practice courses are evaluated with written, oral, or practical midterm exams during the course, and the exams are held at the end of the course and accepted as the year-end exam.

#### **Midterm exam**

**ARTICLE 22** - (1) Midterm exam is the exam held within the semester/year of the courses included in the education program. The exams for the courses requiring personal skills are done practically.

(2) At least one midterm exam is held for courses lasting one semester, and at least two midterm exams for courses lasting throughout the academic year.

#### **Semester/year-end exam**

**ARTICLE 23** - (1) The semester/year-end exam is the exam that the student will take at the end of the semester/year that the course student enrolled in.

(2) In order to take the semester/year-end exam of a course, enrollment to that course, attendance at the course, and fulfillment of its requirements are obligatory.

#### **Make-up exam**

**ARTICLE 24** - (1) A make-up exam is an exam applied as compensation for midterm and semester/year-end exams for students whose excuses are accepted by the faculty managing board and is held within the same semester/year. Other principles regarding make-up exams are determined by the Senate.

(2) The student must apply to the Deanery with a written petition within five working days from the date of the exam that he could not take due to his excuse. The student whose health excuse is accepted cannot attend the classes and cannot take the exams during the reporting period, but the student who wants to continue the course and/or wants to take the exam must receive a new report stating that he/she can attend if it is not stated in the report.

(3) The form and content of the make-up exam are determined by the Deanery upon the recommendation of the Assessment and Evaluation Board. The make-up exam may differ from the exam that cannot be entered due to an excuse.

(4) The contribution of the make-up exam to the Year-End Success Score and Clinical Practice Course Success Score is the same as the effect rate of the exam it replaces. There is no make-up exam right for make-up exams.

#### **Resit exam**

**ARTICLE 25** - (1) The resit exam is the exam held after the semester/year-end exam.

(2) Students who fail the semester/year-end exam in the course that has been taken and students who couldn't take the semester/year-end exam due to an excuse can take the resit exam. Students who fail to attend classes are not entitled to resit exams.

(3) The grade from the resit exam replaces the semester/year-end exam grade. The success rules valid in the semester/year-end exam are also applied in the resit exams. No excuses are accepted for the resit exam.

#### **Performing exams**

**ARTICLE 26** - (1) Exams are carried out in accordance with the following principles:

- a) Students who had previously entered the exam hall are first removed from the hall and are then allowed to enter the exam hall under the supervision of the hall chair and observers, checking their student IDs and comparing them against the exam attendance list. The students are seated with appropriate spaces left between them.
- b) Students can only take ID cards, pencils, erasers, and water into the exam hall. Devices that are capable of storing, processing, and transferring information (mobile phones, tablets, personal computers, wireless devices, smart watches, Bluetooth devices, etc.) and items such as books and lecture notes will not be allowed into the exam hall. Bringing

- such devices or items into the exam hall is deemed an attempt to cheat.
- c) The students should bring valid ID documents into the exam hall and should keep them on the desk in a form visible to the exam officials.
  - d) The student who arrives within the first fifteen minutes after the start of the exam is taken to the exam without additional time, and during this period, the students are not allowed to exit from the exam hall except in an emergency and extraordinary situation.
  - e) The students are required to write their full names and student ID numbers on the exam booklets and answer sheets, and to sign both.
  - f) Students who cheat or attempt to cheat, or assist others in or facilitate cheating are deemed to have failed the exam with a grade of 0 (zero). Such cases are noted on the statement to be drawn up by the exam officials. Furthermore, these students will also be subjected to the procedure stipulated in the Student Disciplinary Regulation for Higher Education Institutions.
  - g) In the case of exams performed online, the rules applicable to the exam are shown on the screen as a separate page before the commencement of the exam. Students are required to obey such rules and notify the Class Coordinator immediately about any technical problems to occur during the exam.

#### **Announcement of exam results, and objections**

**ARTICLE 27 – (1)** The announcement of exam results and the objections against the exams are governed by the following principles:

- a) In case a material error regarding the exam and the questions is observed during the exam, the Course Coordinator should be notified. If the error can be remedied during the exam, the required fix is applied, and the correction made is announced to the students in all exam halls by the Course Coordinator.
- b) Objections against exam questions are submitted to the Deanery using a pre-printed objection letter, with justification and references to current, valid, and printed literature, within a maximum of three work days following the exam. Objections against the questions are submitted to the Assessment-Evaluation Committee by the Class Coordinator in consultation with the faculty member who prepared the question. Only the revisions affirmed by the committee are effected. The grades received in the exams are entered into the student automation system by the Course Coordinator within a maximum of three work days following the conclusion of the objections against the questions and are announced to students upon approval by the Chief Coordinator of Education.
- c) Justified objections to exam results are submitted to the Deanery using a pre-printed objection letter within three work days following the announcement of results. The objections are reviewed and resolved by the Assessment-Evaluation Committee, with the decisions being announced to students.
- d) Used question and answer sheets bearing the student's name and surname are not given to the students. Once the objections to exam results are filed and concluded, the theoretical exam documents, as well as the written notes containing the questions asked and the general remarks on each student in the verbal/applied exams are submitted by the coordinator to the Deanery within a maximum of fifteen work days, for archival purposes.
- e) The exam documents and other documents related to the grades are stored in the archives of the Deanery for a period of at least five years.

## SECTION 6

### Assessment of success and proceeding to the next year

#### Exam evaluations and grading

**ARTICLE 28** – (1) Except for the common compulsory courses, professional English courses, and elective courses, the evaluation of the exams is carried out within the framework of the following principles.

- a) The exams are graded over a 100-point scale.
- b) The success grade is calculated as the sum of the impact rate of the assessment-evaluation activities (40%) (midterm exams and other activities) during the semester/year and the impact rate of the end-of-year exam (60%) (provided that the exam grade is at least 50 out of 100). In order for the student to be successful in the course, the semester/year-end success letter grade must be “CC” or above.
- c) In all exams, fractional grades are expressed with a maximum of two digits after the point, and are rounded to the nearest integer at the time of announcing the raw grades to the students (e.g.: 59.50 → 60 and 59.49 → 59).

(2) Common compulsory courses, General English courses, and exams of elective courses and course success are carried out within the framework of the principles specified in the “Istinye University Regulation of Associate and Undergraduate Education”.

#### Calculating grades in the clinical practice courses

**ARTICLE 29** – (1) Pre-exams are held at the beginning of clinical practice courses, and midterm exams are held during the course. Following the grade evaluation of the pre-exam, the student is evaluated as "Successful" or "Unsuccessful" and can only start clinical practice if rated as "Successful". The clinical practice of the student, in-clinic activities, and assignments can replace midterm exams, and the end exam is planned by the Program Evaluation and Development committee to be held in the last week of the relevant course or at the end of the academic year. Students who successfully complete their predetermined clinical studies are eligible to take the end exam by the relevant department.

(2) At the beginning of the academic year, the total number of applications and clinical study rules that are desired to be carried out and achieved during the clinical practice courses are announced to the students. Students who attend the course but cannot complete or fail to complete the total number of applications or points they are responsible for on time are entitled to compensation outside the academic year.

It is obligatory to open compensation programs and the criteria for gaining the right to compensation are determined by the relevant departments at the beginning of the academic year and announced to the students. During the compensation program period, the student has to complete the applications that he cannot complete. Students who successfully complete the compensation program only take the resit exam for that course. Compensation programs are decided by the Faculty Managing Board upon the recommendations of the relevant departments and announced at least one week before the start of the compensation program.

(3) Students who are absent from the clinical practice courses, cannot meet the criteria for the right to compensation, or cannot complete the studies they are responsible for during the compensation program, are considered unsuccessful in the relevant clinical practice course and repeat the course in the following academic year.

(4) Students who fail the end exams of clinical practice courses take resit exams. The resit exam is planned in a similar content and layout to clinical practice course end exams.

(5) After the resit exam, students whose clinical practice course grade is below sixty must repeat the clinical practice course.

#### Letter grade equivalents of course grades

**ARTICLE 30** – The letter grade equivalents of the grade issued for the course over a 100-point

scale, the corresponding achievement level, and the weight factor are established in accordance with Table-1 below. Common compulsory courses, General English courses, and exams of elective courses and course success are carried out within the framework of the principles specified in the "Istinye University Regulation of Associate and Undergraduate Education".

Table 1: Letter Grade List

Letter Grade	Achievement Level	Weight Factor	Raw Grade Range
AA	Excellent	4.0	90-100
BA	Very Good	3.5	80-89
BB	Good	3.0	73-79
CB	Average	2.5	66-72
CC	Pass	2.0	60-65
DC	Fail	1.5	55-59
DD	Fail	1.0	50-54
FF	Fail	0.0	0-49

## SECTION SEVEN

### Miscellaneous and Final Provisions

**ARTICLE 31** – (1) The cases which are not regulated in this Directive shall be subject to the provisions of the applicable legislation, decisions by the Council of Higher Education (YÖK), Interuniversity Council decisions, and the decisions by the Istinye University Senate and the relevant Committees or the Boards of Directors.

#### Effect

**ARTICLE 32** – (1) This Directive shall enter into force on the date of its approval by the Board of Trustees.

#### Execution

**ARTICLE 33** – (1) The provisions of this Directive shall be executed by the Rector of Istinye University.