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DECISION NO	22

**İSTİNYE UNIVERSITY FACULTY OF DENTISTRY
EDUCATION AND EXAMINATION DIRECTIVE**

CHAPTER 1

Purpose, Scope, Legal Basis, and Definitions

Purpose

ARTICLE 1 – (1) This Directive determines the rules, procedures and principles to be followed in the planning, execution and evaluation of all processes and activities related to education and assessment and evaluation at Istinye University Faculty of Dentistry.

Basis

ARTICLE 2 – (1) This Directive is based on Law 2547, Article 44, and Istinye University’s Regulation on Associate Degree and Undergraduate Education; and on the National Core Education Program for Pre-Graduate Dentistry Education (DUÇEP).

Scope

ARTICLE 3 – (1) This Directive sets forth the rules regarding all processes and activities related to the education, assessment and evaluation of students of the Faculty of Dentistry of Istinye University during their dentistry education, and stipulates the duties, powers and working principles of the university-authorized dentistry education boards.

Definitions

ARTICLE 4 – (1) In this Directive,

- “ECTS” refers to the European Credit Transfer System.
- “The Head of Department” refers to the heads of departments within the body of the Istinye University Faculty of Dentistry.
- “Department” refers to the departments within the body of Istinye University’s Faculty of Dentistry.
- “The Dean” refers to the Dean of Istinye University’s Faculty of Dentistry.
- “The Dean's Office” refers to the Dean's Office of Istinye University’s Faculty of Dentistry.
- “The Deputy Dean(s)” refers to the deputy dean(s) responsible for the education and other academic activities of Istinye University’s Faculty of Dentistry.
- “Course / e-Course” refers to the educational work carried out by the instructor(s) within the framework of a weekly program and included in the curriculum. “E-courses” refers to the electronic courses in which the teaching content and materials are presented over

the internet/intranet or a computer network, and the students, together with the instructors and other students, participate in this environment synchronously and/or asynchronously, without time and place dependency.

- g) “Dentistry Program” refers to the Turkish and/or English Education Program conducted at Istinye University’s Faculty of Dentistry.
- h) “Education Chief Coordinator” refers to the faculty member responsible for the structuring, preparation and execution of the education programs.
- i) “Faculty Board” refers to Istinye University’s Faculty of Dentistry Faculty Board.
- i) “Faculty Student Representative” refers to the student the class representatives elect each year to represent student interests at board meetings when necessary.
- j) “Faculty” refers to Istinye University’s Faculty of Dentistry.
- k) “Board of Trustees” refers to Istinye University’s Board of Trustees.
- l) “Clinical Practice Courses” refers to compulsory courses in Class III, IV and V consisting of clinical dentistry practices conducted by the departments.
- m) “Student Class Representative” refers to a student representing the class and chosen by the students for each class in each year.
- n) “Assessment and Evaluation Board” refers to the board comprised of the dean, deputy dean, education chief coordinator and class coordinators that is responsible for creating objective, valid and reliable assessment-evaluation methods in all education periods and for executing activities related to exams.
- o) “Prerequisite Course” refers to courses or course groups that must be successfully completed as a precondition for subsequent coursework.
- ö) “Program Evaluation and Development Board” refers to the board comprised of the dean, education chief coordinator, class coordinators and faculty student representatives that is responsible for evaluating, structuring, updating and developing the curricula of all education periods overall.
- p) “Class Coordinator” refers to the faculty member responsible for arranging educational processes in all classes and providing complete and regular lessons.
- r) “The University” refers to Istinye University.
- s) “Directive” refers to Istinye University’s Faculty of Dentistry Education and Examination Directive.
- ş) “Administrative Board” refers to the administrative board of Istinye University’s Faculty of Dentistry.

CHAPTER 2

Medium of Instruction and Education Model

Medium of Instruction

ARTICLE 5 – (1) The language of instruction is Turkish within the Turkish dentistry program and English within the English dentistry program. Students who are accepted to the English dentistry program who do not meet the exemption requirement or who fail the University’s English proficiency exam, must attend the English preparatory program. Istinye University’s English Preparatory Class Directive regulates the education, training, exemption conditions and exams of the English preparatory program.

(2) International students enrolled in the English dentistry program must obtain B2 level Turkish proficiency from a Turkish education center accepted by the Council of Higher Education (CoHE) before registering for clinical practice courses in the clinical education period (Class IV). Certification of B2 level proficiency in Turkish must be submitted to the Dean's Office. It is the student's responsibility to document a B2 level Turkish proficiency before beginning clinical practice courses where patient contact will take place.

Education Model

ARTICLE 6 – (1) Vertical integration is applied in the Faculty Education model. Basic sciences predominate during preclinical dentistry studies, and clinical sciences predominate during clinical dentistry studies. The program includes course prerequisites; students must succeed in the prerequisite course/courses to advance to requisite courses. The program may include panels, problem-based learning (PBL) studies, integrated sessions, small group trainings, peer trainings, case reports and simulation training methods in addition to theoretical lessons and applications.

(2) The Faculty Education Model consists of Preclinical and Clinical Education.

- a) Preclinical Education encompasses Classes I, II and III. This phase of the education includes theoretical courses in basic medicine and clinical dentistry disciplines related to body-organ systems; and vocational and preclinical practice training that develops students' medical awareness, skills, attitudes and behaviors in preparation for the clinical phase of the education.
- b) Clinical Education encompasses Classes IV and V. This phase of the education develops the student's proficiency with basic concepts and principles of dentistry to successfully analyze clinical cases and choose appropriate diagnosis and treatments by evaluating patients clinically. This phase of the education also includes clinical practice programs in which students learn to develop clinical skills, attitudes and practice behaviors that support professional and ethical values. To advance to this term, students must take and pass all courses from the Pre-Clinical Education-Training Period, excluding electives and YÖK compulsory courses. Additionally, students who fail a maximum of one theory course may advance to the Clinical Education-Training Period. Students who fail this requirement may only take Class IV theory courses and not clinical practice courses.

(3) Graduates who successfully complete Preclinical Education and Clinical Education are awarded a "Dentistry Bachelor's Degree" which is equivalent to a Master's Degree.

CHAPTER 3

Boards, Persons and Duties and Responsibilities Related to Dentistry Education

Board and Responsible Persons

ARTICLE 7 – (1) Education at Istinye University Faculty of Dentistry is planned and carried out by the boards and the relevant persons in charge, defined by the Higher Education Law 2547 and regulated by this Directive. The Dean's Office appoints members of the board; assignments continue until new appointments are made. The Dean's Office is responsible for determining the agenda of the Boards related to education, organizing the board meetings and keeping the meeting minutes. The Dean and the Deputy Deans are fixed members of all boards and participate in the work of the boards when necessary.

Program Evaluation and Development Board

ARTICLE 8 – (1) The Program Evaluation and Development Board consists of the Dean, Deputy Dean, Education Coordinator, class coordinators, other faculty members assigned by the Dean's Office and the faculty student representative. The Dean appoints the members of this board. The board meets at least four times each academic year under the chairmanship of the Dean or Deputy Dean.

(2) Board duties and responsibilities include:

- a) Determining the start and end dates of each education period and presenting them to the Dean's Office before the end of June every year;
- b) Evaluating the syllabus drafts from the Class Coordinators and presenting the program to the Dean's Office every year before the end of June;
- c) Overseeing compliance of the education curriculum with the National Core Education Program in Dentistry Education (DUÇEP);
- ç) Implementing and overseeing the Administrative Board's decisions regarding education;
- d) Evaluating the Elective Course Board's suggestions for in-field or out-of-field elective courses or clinical practice;
- e) Evaluating feedback from faculty members to class coordinators.
- f) Conducting focus group discussions with student class representatives at the end of each semester to collect and evaluate student feedback;
- g) Evaluating the feedback and reports from the Assessment and Evaluation Board;
- h) Evaluating training recommendations from the advisory board at the end of each academic year;
- i) Compiling the "Program Evaluation Report" using all data and feedback on education and submitting the report to the Dean's Office at the end of each academic year;
- j) Presenting opinions and suggestions to the Dean's Office on the changes that should be made to the regulations and directives related to education.

Assessment and Evaluation Board

ARTICLE 9 – (1) The Assessment and Evaluation Board consists of the Education Coordinator and other faculty members assigned by the Dean's Office. The board meets at least four times each academic year under the chairmanship of the Dean or Deputy Dean.

(2) Board duties and responsibilities include:

- a) Preparing the exam calendars for each academic year and submitting them to the Dean's Office;
- b) Evaluating post-exam student feedback, petitions to dismiss exam questions and excuse applications;
- c) Analyzing exam results each academic year and sharing them with the Class Coordinator and Program Evaluation and Development Board;
- ç) Presenting suggestions to the Program Evaluation and Development Board for the improvement of the exams held each academic year;
- d) Implementing assessment and evaluation trainings for faculty members.

Laboratory Board

ARTICLE 10 – (1) The Laboratory Board includes members selected from faculty departments with laboratory practice and the education coordinator assigned by the Dean's Office. The Dean and/or the Deputy Dean presides over the Laboratory Board, which functions under the Program Evaluation and Development Board. The Laboratory Board meets at least four times each academic year.

(2) Board duties and responsibilities include:

- a) Identifying the machinery/equipment, model, consumables, etc. needed for applied laboratory courses each academic year and applying to the Dean's Office for them;
- b) Consulting with the Departments, Class Coordinator and Program Evaluation and Development Board to plan and execute the applied laboratory courses each academic year;
- c) Conducting in-house inspections related to laboratory safety and reporting safety deficiencies to the Dean's Office.

Education Chief Coordinator

ARTICLE 11 – (1) The Dean appoints the Education Chief Coordinator for a period of two years to coordinate the preparation and execution of the education programs among all the boards concerned; the Coordinator is a fixed member of all these boards.

(2) Coordinator duties and responsibilities include:

- a) Ensuring the horizontal and vertical integration during the education periods;
- b) Meeting with Class Coordinators at least once every academic year to evaluate the compliance of training programs with DUÇEP and develop the Istinye University Faculty of Dentistry Core Education Program; reporting findings to the Program Evaluation and Development Board;
- c) Overseeing the production of charts such as "Bologna Information Package Content", "Program Qualifications" and "Turkey Higher Education Qualifications Matrix", to be coordinated by the Program Evaluation and Development Board;
- ç) Leading the national or international accreditation studies of the faculty and coordinating the boards and commissions formed for the purpose of preparing the "Faculty Self-Assessment and Interim Evaluation Reports";
- d) Supervising the work of the education secretariat on behalf of the Dean's Office;
- e) Organizing semester evaluation meetings at least once a year during the education period (relevant Class Coordinators, Heads of Departments and student representatives attend these meetings under the chairmanship of the Dean's Office); and submitting the year-end Education Evaluation Report, which includes semester evaluation meeting minutes and recommendations, to the Dean's Office.

Class coordinators

ARTICLE 12 – (1) In the Faculty of Dentistry, the Dean appoints a faculty member to be the coordinator for each class. Class Coordinators report to the Education Coordinator, Deputy Deans and Dean.

(2) Coordinator duties and responsibilities include:

- a) Ensuring that educational activities are carried out in accordance with the academic calendar and programs;
- b) Presenting the proposed and newly-implemented changes to education programs in their classroom to the Program Evaluation and Development Board;
- c) At least once a year and additionally as necessary, examining classroom conditions and identifying problems to monitor the compliance of the clinical conditions with the requirements of the clinical practice courses with the education program; and identifying the problems and proposing solutions to the Program Evaluation and Development Board;
- d) Carrying out other education program-related duties assigned by the Dean's Office and the Education Chief Coordinator.

Elective courses coordinator

ARTICLE 13 – (1) The Dean appoints a coordinator for a period of two years to oversee elective courses.

(2) Coordinator duties and responsibilities include:

- a) Evaluating proposals from faculty members for in- and out-of-field elective courses from external education units of the University and other universities; and evaluating and presenting these proposals to the Program Evaluation and Development Board;
- b) Collecting the syllabi and course information packages for elective courses up to the beginning of May before the relevant academic year begins.

Heads of departments

ARTICLE 14 – (1) The head of the department oversees the administration of the departments, carries out the operation of educational activities, and reports to the Dean's Office. In making decisions regarding educational activities, the head of the department convenes the departmental boards and conveys their decisions to the Dean. The Dean appoints the head of the department from among the faculty members of the department. The appointment duration is three years.

(2) Head of the department duties and responsibilities are:

- a) Collaborating with the Dean and Deputy Deans, the Educational Coordinator and class coordinators to structure and implement courses or pre-clinical/clinical practices during the education;
- b) Coordinating the work of lecturers overseeing courses with the lecturers of the department and ensuring the participation of the lecturers of the department in meetings on this subject.

Student class representatives and faculty student representatives

ARTICLE 15 – (1) According to Istinye University's Student Council Directive, the Faculty of Dentistry students elect a class representative among themselves by secret ballot at the beginning of each academic year under the supervision of the Term Coordinator; student class representatives elect a Faculty Student Representative among themselves by secret ballot under the supervision of the Education Chief Coordinator and the results of both elections are reported to the Dean's Office. The term of office of Student Class Representatives is one year. Elections are repeated at the beginning of each academic year. The same student can be a candidate for five years and if elected, the student can serve as the student class representative. The Faculty Student Representative represents the students at Program Evaluation and Development Board

meetings he is invited to attend. The Faculty Student Representative, who does not attend two consecutive meetings or three meetings in one academic term without any excuses, is not invited to these meetings. Instead, another student among the student class representatives is invited.

(2) Duties and responsibilities of representatives include:

- a) Providing the necessary communication between the students in the class he or she represents, and the faculty management bodies;
- b) Sharing the decisions of the Dean's Office and faculty management bodies with the students of the class he or she represents;
- c) Arranging meetings with the students in the class he or she represents; and when necessary, communicating students' problems and wishes to the Dean;
- ç) Conveying students' suggestions regarding the curriculum to the Dean's Office through the Program Evaluation and Development Board;
- d) Representing Faculty of Dentistry students on the Program Development and Evaluation Board and in the Student Council.
- e) The duty of the Faculty Student Representative is to represent the students of the Faculty of Dentistry on the Program Development and Evaluation Board and the University Student Council.

CHAPTER 4

General Rules and Attendance in the Courses

General Rules

ARTICLE 16 – (1) The preclinical education includes compulsory basic medicine courses and preclinical dentistry courses, as well as elective courses and common compulsory courses required by CoHE. The number and ECTS values of these courses may differ for each class.

- a) The preclinical education includes theoretical and practical courses that prepare students for clinical education and training. The preclinical practice courses require students to do one-on-one practice with their instructors/members and participate in other daily activities. Applications and assignments must be completed within the specified time or the student cannot take the course exams, including final exams.
- b) The schedules of the basic medicine and dentistry theoretical and preclinical practice courses, common compulsory courses required by CoHe and elective courses; and the course responsibilities, learning objectives and contents, assessment and evaluation methods and coursework are determined for the İstinye University Faculty of Dentistry Pre-Graduation Education Program each year and set forth the İstinye University Information Package; the education program is made public before the start of each academic year.
- c) A detailed schedule of the theoretical and preclinical practical courses in basic medicine and dentistry, the common compulsory courses of the Council of Higher Education (CoHe), and the elective courses offered during this term, including course instructors, faculty members, learning objectives and content, assessment methods, and the resources used in its preparation, is included in the İstinye University Faculty of Dentistry Pre-Graduation Education Program and the İstinye University Information Package. The program is revised annually and announced before the start of the academic year.

- ç) Students who wish to benefit from international student exchange programs that are institutionally recognized by the faculty, such as ERASMUS, can undertake part of their education in another educational institution if they fulfill the determined requirements.

(2) Basic rules regarding the clinical education period:

- a) The clinical education period (Classes IV and V) includes theoretical and elective courses, as well as compulsory pre-clinical/clinical practice courses, which are included in the education and training programs. The duration of these is determined by the Administrative Board every year with the recommendation of the Program Evaluation and Development Board. Clinical practice courses are carried out on the basis of the "Framework Regulation on Applied Education in Higher Education" of the Council of Higher Education.
- b) Compulsory clinical practice courses are conducted in groups and alternately throughout the academic year. The Istinie University Faculty of Dentistry Pre-Graduation Education Program and Istinie University Information Package sets forth program details including the schedule for the academic year, the faculty members, aims, learning objectives, learning outcomes and assessment and evaluation methods. The programs are prepared every year and announced before the start of each academic year.
- c) Students participating in clinical studies engage in one-on-one with lecturers/members and participate in daily activities that develop their clinical practice; student participation is required by the department. Students cannot attend more than one clinical practice course simultaneously during the academic year. In accordance with the learning objectives and in order to ensure vertical integration with the preclinical period, theoretical courses that are deemed necessary during the clinical practice stage can also be included in the curriculum.
- ç) During the clinical practice courses, students are responsible for successfully completing all the required practices. Students fail to complete their obligations cannot take the end-of-course exam, and must correct their deficiencies during the make-up program process. Students can participate in the make-up program for 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 must repeat the relevant courses in the next academic year.
- d) In the English dentistry program, communication is in Turkish to provide effective treatment services for patients during the clinical practice process.
- e) All compulsory clinical practice courses in the program are carried out in the clinics of Istinie University's Faculty of Dentistry.

(3) Students must successfully complete prerequisite course/courses before they can take the requisite courses. Because the scheduling of prerequisite courses and requisite courses is synched, successful on-time completion of prerequisite courses is essential.

Attendance in the courses

ARTICLE 17 – (1) Students must attend at least 70% of theoretical courses and 80% of applied courses is mandatory. A student who does not fulfill this condition is considered unsuccessful in the course and cannot attend the end of the year/semester exams, the make-up program for the relevant course or the make-up exams. The student's transcript reflects such a deficiency with a 'DZ' notation, and the student must attend and successfully complete the relevant course again the following year/semester when the course is offered again. Attendance is mandatory even if the practical courses are retaken after failing with an FF grade, but attendance is not

required for theoretical courses.

(2) The Assessment and Evaluation Board determines the method by which student attendance in the courses is monitored.

CHAPTER 5

Exams and Course Performance Evaluation

Exams

ARTICLE 18 – (1) Exams are held within the framework of the "Istinye University Associate and Undergraduate Education Regulation".

(2) Preclinical practice courses are evaluated with homework, written, oral or practical midterm exams and a semester/end-of-the-term exam.

(3) Clinical practice courses are evaluated with homework, written, oral or practical midterm exams, and exams taken at the end of the course and considered end-of-the-term exams.

Course success evaluation

ARTICLE 19 – (1) Course success grade is calculated as the sum of the impact rate of assessment and evaluation activities (midterm exams and other activities) during the semester/year and the impact rate of the final exam.

(2) In order for a student to pass a course, excluding elective and CoHE compulsory courses, the end-of-semester/year course success letter grade must be at least "CC".

(3) If the end-of-semester/year exam grade is less than 50 out of 100 for all courses, except for the elective and CoHE compulsory courses in the program, the student will be deemed to have failed the course.

Clinical practice course success

ARTICLE 20 – (1) A preliminary exam is administered at the beginning of each clinical practice course, followed by midterm exams throughout the course. Students are graded as either "Satisfactory" or "Unsatisfactory" based on the preliminary exam, and they cannot begin the clinical practice course until they achieve a "Pass." How students' clinical practice performance will be evaluated is communicated in the course information packets and handbooks prepared by the relevant department head at the beginning of the academic year.

(2) The total number of practical work-studies required to be completed during clinical practice courses and the clinical work rules are announced to students at the beginning of the academic year. Students who attend classes but fail to complete the required number of practical work-studies or score on time or fail to achieve the required score are granted a make-up opportunity outside the academic year. The criteria for qualifying for make-up are determined by the relevant departments at the beginning of the academic year and announced to students. Students are required to complete any uncompleted practical work-studies during the make-up program period. Make-up programs are determined by the Faculty Board of Directors, after consulting with the relevant departments, and are announced at least one week before the start date of the make-up program.

Letter grade equivalents of the course grades

ARTICLE 21 – (1) The letter grade equivalents of the course grade in the hundredth system, the degree of success and the weight coefficient in the program-compulsory courses are determined by the following Table-1. Course grades and course success rate for common compulsory courses, professional English courses and elective courses are carried out within

the framework of the principles specified in the “İstinye University Associate Degree and Undergraduate Education Regulations”.

Table 1: Letter Grades

Letter Grade	Degree of Success	Weight Coefficient	Raw Note Range
AA	Excellent	4,0	90-100
BA	Very Good	3,5	80-89
BB	Good	3,0	73-79
CB	Moderate	2,5	66-72
CC	Pass	2,0	60-65
FF	Fail	0,0	0-59

CHAPTER 6

Miscellaneous and Final Provisions

ARTICLE 22 – (1) Where there is no provision in this Directive, the provisions of the legislation related to the İstinye University Associate Degree and Undergraduate Education Regulations and the decisions of CoHE, Interuniversity Board decisions, İstinye University Senate Board or the Relevant Administrative Board decisions will apply.

Force

ARTICLE 23 – (1) This Directive takes effect upon approval by the İstinye University Board of Trustees.

Executive

ARTICLE 24 – (1) The provisions of this directive are executed by the Rector of İstinye University.