

**UNIVERSITY OF KYRENIA  
FACULTY OF MEDICINE**

**Undergraduate Education and Examination Regulations**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Objective**

**Article 1-** (1) The purpose of this regulation is to regulate the procedures and principles regarding education and examinations at the University of Kyrenia Faculty of Medicine.

**Scope**

**Article 2-** (1) This regulation covers the undergraduate education plan, duration and structuring, registration, courses and attendance, examinations, evaluations and objections, graduation, deregistration and cancellation, disciplinary practices at the University of Kyrenia Faculty of Medicine.

**Basis**

**Article 3 -** (1) This Regulation has been prepared based on the relevant laws of the Higher Education Planning, Supervision, Accreditation and Coordination Board (YÖDAK), Articles 14, 44 and 46 of the Turkish Higher Education Law No. 2547 dated 4/11/1981 and the University of Kyrenia Associate Degree and Undergraduate Education and Examination Regulation.

**Definitions**

**Article 4 -** (1) In this Regulation;

- a) **YÖDAK** Higher Education Planning, Supervision, Accreditation and Coordination Board.
- b) **YÖK** It refers to the Higher Education Institution.
- c) **University** University of Kyrenia
- d) **Rector:** Rector of the University of Kyrenia,
- e) **University Senate** University of Kyrenia Senate,
- f) **University Administrative Board:** University of Kyrenia Administrative Board
- g) **Faculty** University of Kyrenia Faculty of Medicine,
- h) **Dean:** Dean of University of Kyrenia Faculty of Medicine,
- i) **Faculty Board of Directors:** University of Kyrenia Faculty of Medicine Administrative Board,
- j) **Faculty Board** University of Kyrenia Faculty of Medicine Faculty Board,

- k) **General Coordinator:** The coordinator responsible for planning the curriculum of the Faculty of Medicine, carrying out the measurement and evaluation process in accordance with the rules,
- l) **Head of Basic Medical Sciences Department:** The faculty member responsible for the planning of the curriculum of the courses including basic medical branches in the first, second and third semesters, the realisation and execution of the measurement and evaluation process in accordance with the rules,
- m) **Head of Internal Sciences Department:** The lecturer responsible for the planning of the curriculum of the internal clinical theoretical and practical courses related to medicine in the III., IV., V. and VI. period, the realisation and execution of the measurement and evaluation process in accordance with the rules, the arrangement of the physical conditions of the clinics and the preparation of the internship arrangements,
- n) **Head of the Department of Surgical Sciences:** The lecturer responsible for planning the curriculum of surgical clinical theoretical and practical courses related to medicine in the III., IV., V. and VI. period, carrying out and conducting the assessment and evaluation process in accordance with the rules, organising the physical conditions of the clinics / operating theatres and preparing the internship arrangements,
- o) **Term (Class):** One academic year,
- p) **Coordinators Board:** The board that provides the coordination of undergraduate education and advises the Faculty Board,
- q) **Term Coordinator:** The lecturer responsible for the planning of the part of the curriculum of the Faculty of Medicine that concerns his/her semester and its execution in coordination with other semesters, and the realisation of the measurement and evaluation process of the relevant semester in accordance with the rules,
- r) **Student Affairs:** The unit responsible for registration, course attendance, course assessment and evaluation, transcript preparation, course exemption, leaves of absence, responsibility and storage of exam documents and issuance of exit documents of medical students,
- s) **Compulsory course:** The courses in the faculty curriculum that the student must take and succeed in order to graduate,
- t) **Course Board:** The education module consisting of the courses of the related fields of science structured in a complementary manner under a certain subject heading in Term I, II and III,
- u) **Elective course:** In-field and out-of-field courses chosen by the student voluntarily
- v) **Common compulsory course:** Atatürk's Principles and History of Revolution, Turkish Language, Foreign Language courses and Basic Information and

Communication Technologies Usage courses determined in Article 5 of the Higher Education Law No. 2547,

- w) **Professional theoretical course:** Theoretical courses covering the knowledge and working principles of medicine in all periods,
- x) **Practical course:** Practical courses conducted in Term I, II and III,
- y) **Internship course:** The training modules in the form of rotation in different branches for clinical education in Term IV, V and VI, in which skills and attitude training is given in addition to theoretical education,
- z) **ECTS:** The European Credit Transfer System, which enables students to transfer course credits and grades that they have taken and succeeded at home and abroad from one higher education institution to another,
- aa) **Semester grade:** The grade taken out of 100 for each non-board course, course board and internship
- bb) **KBE:** Clinical Skills Education
- cc) **PBL:** Refers to Problem-based Learning Education.
- dd) **TBD:** Refers to the Basic Sciences Course.

## **PART TWO**

### **Student Admission and Registration Requirements**

#### **Entrance and enrolment requirements**

**Article 5 -** (1) Students are admitted to the Faculty of Medicine in accordance with the rules set by YÖK and YÖDAK and the University of Kyrenia Student Registration-Admissions Regulations.

(2) The number of students to be admitted and the admission requirements are determined by the Faculty Board, upon the recommendation of the University Senate and according to the principles determined by YÖK and YÖDAK.

(3) The enrolment of foreign students and TRNC citizens to the Faculty is made within the framework of the relevant legislation and/or the selection exam to be held by the University and the principles and conditions determined by the Rectorate.

(4) Registrations are renewed at the beginning of each term between the dates specified in the University academic calendar. The registrations of the students who do not renew their registration are suspended until the end of their maximum education period, and they can continue their education, register and benefit from student rights by making adjustments to the current course programme by the Faculty Administrative Board, provided that they pay the tuition fee valid for the academic year in which they enrolled.

#### **Horizontal transfers**

**Article 6 -** (1) The transfer of Turkish Republic of Northern Cyprus, TRNC and foreign students from other medical faculties to the faculty is made in accordance with the provisions of YÖK and YÖDAK's Directive on the Principles of Transition, Double Major,

Minor and Inter-Institutional Credit Transfer between Associate and Undergraduate Programmes in Higher Education Institutions and according to the 6th section of the University of Kyrenia Associate and Undergraduate Education and Examination Regulations.

Horizontal transfers are made only at the beginning of the autumn semester. The Faculty Administrative Board decides on transfer and course exemption. The adjustment of these students to the education programme is made by the Faculty Administrative Board.

### **Course exemptions**

**Article 7 - (1)** The student who is admitted to the Faculty of Medicine by inter-institutional transfer can apply with his/her transcript to be exempt from the courses he/she has taken and succeeded in previous higher education institutions within the first ten working days, provided that two years have not passed. The application is discussed and evaluated by the Faculty Board of Directors.

(2) In case the student requests exemption, the Faculty Administrative Board evaluates the courses that the student has already passed by taking the opinion of the relevant department and the coordinatorship, and decides which courses the student will be exempted from and which courses will be adjusted to. The courses for which exemption is granted are deducted from the maximum period granted in Article 11 of this Regulation, and the remaining courses of the programme must be successfully completed in the remaining years.

(3) After leaving the Faculty, the grades of the courses that the students who have the right to re-register to the Faculty with the central placement exam are shown in their transcripts in accordance with the grades specified in Article 22 of this Regulation with the decision of the Faculty Administrative Board and are included in the academic average.

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

### **Student status**

**Article 8 - (1)** Only full-time and special students whose valid excuses are examined and approved by the decision of the Faculty Executive Board are accepted to the Faculty. Listening students are not accepted to the courses at the Faculty.

(2) In order for the student to benefit from student rights and exemptions and to take exams, it is compulsory to register at the beginning of each term and to pay the tuition fees on time.

### **Registration renewal, course taking**

**Article 9 - (1)** Each student starts the semester by registering after paying the tuition fee within the period specified in the academic calendar at the beginning of the year. If the excuse of the student who does not register on the specified date is accepted by the Faculty Administrative Board, he/she can register within 1 month. Students who do not renew their registration within the specified period and do not submit an excuse cannot take the courses and exams in that year and cannot benefit from student rights. The year in which the student does not renew the registration is counted from the period of study.

If the student does not have an excuse accepted by the Faculty Administrative Board, he / she has to renew his / her registration in person and is responsible for the execution of the registration procedures.

(2) Students are not dismissed due to non-payment of tuition fee and non-renewal of registration within the maximum periods specified in subparagraph (c) of the first paragraph of Article 44 of Law No. 2547. Students who are in this situation and cannot complete their

education renew their course registration by paying the fee stipulated by the Board of Trustees at the beginning of each semester. Students in this situation continue their student status without benefiting from other rights granted to students, except for theoretical, practical, clinical courses and exams and internship.

However, with the decision of the authorised boards of the university and the approval of the Council of Higher Education, students may be dismissed due to non-payment of tuition fees and non-renewal of registration for four consecutive years.

### **PART THREE**

#### **Principles Regarding Education and Training**

##### **Language of instruction**

**Article 10** - (1) The language of instruction at the University of Kyrenia Faculty of Medicine is Turkish. However, with the decision of the Senate, courses in the curriculum may be taught in a foreign language. Foreign students are required to document their proficiency in understanding, speaking and writing Turkish with the Turkish Language Proficiency Certificate obtained from the institutions determined by the Faculty Administrative Board.

##### **Duration of Education**

**Article 11** - (1) Education at the Faculty; It is carried out according to the academic calendar decided by the Faculty Board and approved by the Senate.

(2) The duration of education at the Faculty is (6) years.

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

(4) Students are obliged to complete their medical education in a maximum of nine years, starting from the beginning of the academic year in which they enrol, regardless of whether they register for each year. The penalty periods of students who are suspended from the University for a period of time are counted from the period of study. At the end of the maximum period, students who have never completed an internship are dismissed from the University.

##### **Type of education**

**Article 12** - (1) Education at the Faculty is generally carried out **with an integrated system** that is organised on the basis of coordination between course subjects and hours; This coordination is applied in the first, second, and third semesters in the form of course boards, non-board courses and elective courses. In I., II. and III. semesters, board courses are accepted as a single course and the academic year is a whole.

(2) The course committees, elective courses, internships and their durations to take place in each semester at the Faculty are determined by the proposal of the Faculty Board and the approval of the University Senate.

(3) In the first, second and third semesters, the credit value of the board courses coded TBD consists of all of the weekly theoretical course hours of that course and half of the weekly hours of laboratory, practice, etc. activities. The distribution and credits of course boards, non-board courses and elective courses are specified in the annual learning programmes approved by the Faculty Board. Annual study programmes 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 specified separately in the annual learning

programmes. The curriculum is structured as theoretical lectures, laboratory and practical applications (simulated patient application, bedside rounds, etc.).

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

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

### **Class VI (Internship)**

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

(2) Class VI education lasts 12 months and is called internship. Its scope includes preclinical, clinical, outpatient, laboratory and field studies in the departments, individual medical interventions, patient follow-up and epicrisis, application of communication skills, vigils, active participation and contribution to seminars/meetings.

(3) Requests for internship in Turkey and abroad outside the Faculty are evaluated by the Board of Coordinators and the Faculty Administrative Board, provided that the programme eligibility requirement is met, not exceeding three months.

### **Structuring and Implementation of Education and Training**

**Article 14-** (1) The organisation consists of the Dean of the Faculty of Medicine, education committees working under the responsibility of the Deputy Deans with the technical support of the Board of Coordinators.

#### **Courses**

**Article 15-** (1) Courses are classified as compulsory, co-compulsory, elective, internship and seminar courses in terms of their types, as theoretical and practical courses in terms of their qualifications, prerequisite courses and prerequisite courses 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 programme in which he/she is enrolled.

(3) Common Compulsory Courses: Atatürk's Principles and History of Turkish Revolution, Turkish Language and English courses in the medical doctorate education programme are common compulsory 5 (v) courses. Students must be successful in all of these courses until the end of Class V in order to pass to Class VI.

#### **Prerequisite and Elective Courses**

**Article 16-** (1) **Prerequisite courses**, all courses in the education programme of the Faculty of Medicine, except for the 5(v) courses and elective courses specified in Article 15, are prerequisite courses. Students who are not successful in the prerequisite courses or who continue to the next grade as conditionally successful with the conditions specified in Article 20 of this regulation must provide the success grade with the conditions specified in Article 20 of this regulation.

(2) **Elective courses** can be taken from the unit in which the student is enrolled 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 programmes by the relevant unit boards. The number of students required for an elective course to be opened is determined by the unit boards, not less than five students for in-field elective courses and not less than ten students for out-of-field elective courses. The number of students in elective courses in programmes that provide education on a year basis is determined by the authorised boards of the relevant unit. Elective courses to be taken by the student constitute at most 25% of the total credits in the programme. Elective courses are determined as in-field and out-of-field elective courses. Students must be successful in non-field elective courses until the end of the V. class. If they fail the elective courses at the

end of the V. grade, they cannot pass to the VI. grade.

(a) Elective courses in grades I, II and III continue for one semester.

(b) The elective courses in grades IV and V are assessed and evaluated in accordance with their grade and are credited.

(c) Students who have to retake the elective course or elective internship in the IV. and V. grades may take another elective course/internship with the same credit if the elective course/elective internship they have taken before is not offered.

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

### **Attendance Obligation**

**Article 17-** (1) The course attendance requirement is applied within the framework of the principles and conditions set out in Article 17 of the University of Kyrenia Undergraduate Education and Examination Regulations.

(2) Attendance is determined by attendance counts against signature and the relevant coordinators are informed. A disciplinary investigation is initiated against the student who signs for someone else and the student himself/herself is counted as absent. Health report does not remove the attendance obligation.

(3) In grades I, II and III, attendance is compulsory for at least 70% of the theoretical courses and 80% of the practical and applied courses in a course board. Attendance requirement for skill laboratories is 100%. Students cannot take the practical and theoretical exams of the related courses for which they do not fulfil the attendance requirement.

(4) In Grades IV and V, the attendance requirement for each internship is 80%. Students with more than 20% absenteeism in each internship are not taken to the end-of-internship exam and repeat the internship. In Class VI, education continues for 52 weeks without interruption and 100% attendance is compulsory.

(5) Students whose absenteeism exceeds 20% 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 board are not taken to the course board theoretical exam, but they can take the excuse exam if they document their excuse.

(7) In order for students who come after the start of the academic year with transfer, amnesty and court decision to start education in the appropriate class, they must have attended 80% of the course boards or internships and 70% of the theoretical courses from the beginning of the academic year until the date they 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 / Leave of Absence / Interruption of Education / Assignments:**

#### **Just and Valid Reasons:**

**Article 18-** (1) The justified and valid reasons for students who fail to fulfil one of the registration, attendance, practice and midterm/end-of-internship exam conditions to be accepted by the Faculty Administrative Board are applied as follows.

a) The student has a health-related excuse documented by a medical report issued by health institutions,

b) According to the provisions of Law No. 2547, suspension of education with the decision of the Higher Education Council due to events that will result in disruption of education,

- c) The student has had to interrupt his/her education due to natural disasters, provided that it is documented with a document issued by the highest local authority of the neighbourhood,
- d) In case of severe illness of first degree blood relatives and in-laws, the student must document that he/she has to interrupt his/her education due to the lack of other people to take care of,
- e) Student detention.
- f) A conviction that does not remove the student's student status or does not require dismissal
- g) Enlisting in military service due to loss of deferment right or cancellation of deferment
- h) The student has a maximum one-year documented non-university scholarship, internship or research opportunity that will contribute to the student's education and training,
- i) Other reasons to be accepted as justified and valid by the Faculty Administrative Board.

(2) Students who cannot attend a midterm exam due to an excuse based on justified and valid reasons or who apply by documenting their situation within five working days at the latest after the end of the excuse, if their excuse is deemed appropriate by the relevant Board of Directors, are given the right to an excuse exam only once for each course board / internship. Make-up exams are held on the dates to be determined by the relevant units.

(3) Students whose justified and valid reasons are accepted by the relevant Administrative Boards must fulfil the attendance requirements in Article 17 of this regulation.

### **Leave of Absence**

**Article 19-** (1) A student who has to interrupt his/her education for the justified and valid reasons specified in Article 18 of this regulation is deemed to be on leave for the period he/she cannot use due to the excuse, unless he/she meets the attendance conditions specified in Article 17 of this regulation. In such long-term leaves, the unused period is added to the maximum education period.

(2) The attendance conditions specified in Article 17 of this regulation are not required for students who represent our country at national and international level at home and abroad with scientific, cultural, social and sportive activities of University of Kyrenia. In this case, students in this situation have the right to take the end of course board/internship exam.

(3) The maximum period of leave of absence for justified and valid reasons deemed appropriate by the Faculty Administrative Board is one year, except for reasons such as health reasons, eclipse cases, military service.

(4) During their education, students may participate in domestic and international congresses with papers upon the recommendation of the Coordinators Board and the approval of the Faculty Administrative Board.

## **SECTION FOUR**

### **Exams, Evaluations and Appeals**

#### **Exams**

**Article 20-** (1) Examinations are conducted within the framework of the principles and conditions set out in Article 19 of the University of Kyrenia Undergraduate Education and Examination Regulations.

(2) All exams at the Faculty are evaluated out of 100 full marks. The weights of

midterm and final exam grades to be used in the calculation of the success grade are recommended to the Rectorate by the relevant boards, taking into account the characteristics of the courses. In addition, the course coordinator makes an announcement at the beginning of the semester, covering the content of the course, all kinds of issues that will be the basis for the calculation of the success grade, the relevant resources and the time to be allocated to the students outside of class hours.

(3) Success grades are determined as a number between 0-100. In order to be successful at the faculty, the final grade must be at least 50.

(4) Exams; midterm exam, year-end exam (final), year-end make-up exam, end-of-internship exam, end-of-internship make-up exam, make-up exam. Exam dates are determined by the relevant departments and coordinators. Of these;

a) **Midterm exam:** These are the exams held at the end of each course board in the first, second and third semesters. For theoretical and practical courses other than the course boards, at least one exam is held in each half term. The grade point average of the midterm exams is determined by dividing the total of the student's grades from the midterm exams by the number of midterm exams. The midterm grade of the student who does not attend the midterm exams of the relevant course board or boards without an excuse accepted by the Faculty Administrative Board is announced as FF "0". The grade average of the midterm exams is calculated accordingly. Students with a midterm grade average of "0" cannot take the final and make-up exams.

b) **End of year exam:** It is a single exam for course boards and non-board courses at the end of each semester, on the date specified in the academic calendar after the end of the last course board exam or common compulsory courses and covering all courses or course boards. Students can continue to the next grade by being conditionally successful in at most one of the TBD coded courses covering one academic year in grades I, II and III. Students who gain this right take the end-of-year exam of the relevant course in the next semester in order to provide the success grade of the course they have passed conditionally successful.

c) **Year-end make-up exam:** For students who failed in the end-of-year exam or who want to improve their grade, it is the exam covering all courses or course boards, held in the same exam period and on the date specified in the academic calendar after the end of the end-of-year exam.

There is a break of at least fifteen working days between the end-of-year exams and make-up exams. Students who fail in the year-end exam or who want to raise the grade of the course they have succeeded with DC and DD can take the year-end make-up exam and obtain the success grade or raise their grade. The make-up exam replaces the year-end exam. The theoretical exam can be oral and / or written. 60% of the average of the midterm exams, 40% of the year-end exam and make-up exams are evaluated as the year-end exam success grade of the course.

In the calculation of the year-end exam success grade of the relevant board and / or course for the student who takes the year-end make-up exam; The grade higher than the year-end exam or year-end make-up exam grades is taken as the basis.

In grades I, II and III, students who have the right to continue to the next grade by being conditionally successful in at most one course with TBD code must take the year-end make-up exam if they cannot achieve the success grade in the end-of-year exam of the course they have passed conditionally successful.

Students who pass a course coded TBD as conditionally successful must repeat **the course** if they cannot achieve the success grade of the relevant course in the end-of-year make-up exam.

d) **End of internship exam:** Practical and theoretical evaluation of each internship is done separately. The result of the practical exam is determined by the relevant department so

that the percentage of contribution to the Internship Process Evaluation does not exceed 40% and is calculated over the practical exam grades. In IV. and V. class internships, the end-of-internship evaluation practical exam is conducted in a way to be determined by the relevant department (bedside assessment, mini clinical evaluation, objective structured clinical practical exam. Students with a raw grade 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. The theoretical exam is done in two parts, oral and written. In internships, 20% of the practical exam, 50% of the oral exam and 30% of the written exam are taken to determine the raw grade of passing the internship.

**e) End of internship make-up exam:** It is the exam 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 end-of-internship exam. Students who have taken all the internships of the relevant year in the IV. and V. semesters, but failed at most two internships in the IV. semester and at most four internships in the V. semester, participate in the end-of-internship make-up exam. In case of failure in the end-of-internship make-up exam, the internship is repeated.

Students who do not take any of the final and make-up practical exams are not entitled to take the final and/or make-up theoretical exam. Students in this situation cannot start the VIth grade in which they will receive internship education.

In grades I, II and III, mid-term exams and final exams are held during the year. For 4 (u) courses, there is one midterm exam in each class and one final exam at the end of the year. For elective courses opened for each class, a midterm exam is held at the end of the semester and a final exam at the end of the semester.

**f) Excuse Exams:** In the first three semesters, students who have received FF from any course board, non-board courses, all courses to be taken in semesters IV, V or internship course, if they request, their excuses are evaluated and submitted to the approval of the Faculty Board. However, in order for the student to be considered excused, the student must document his/her excuse according to Article 21 of the University of Kyrenia Associate Degree and Undergraduate Education and Examination Regulations and this situation must be accepted by the Faculty Board. Students who have the right to take the midterm exam but cannot take this exam, whose justified and valid excuses are accepted by the Faculty Board, use their exam rights on the day, place and time determined by the dean's office. No second excuse exam right is given for excuse exams. Excuse exams are not opened for the end-of-year exams (final and make-up exams).

**g) Make-up exams** Make-up exams for University of Kyrenia Faculty of Medicine students are held within the framework of the principles and conditions specified in the Examination Regulation.

**h) Single Course exam:** It is applied at the end of the V. semester if there is a single course / internship in which the student completes the attendance and fails the make-up.

### **Examination Method**

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

The course success grade is obtained by adding 60% of the weighted grade average of the course boards in that semester and 40% of the final exam grade. The grade of at least 45 in the final exam (final or make-up exam) is a prerequisite for the success of the course boards. In order for students to pass directly to the next grade, the course success grade must be at least 50. Students with a course grade of 45-49.99 can only pass to the next grade as conditionally successful

In the first three years, exams can be theoretical (oral and/or written), and/or practical/laboratory exams (oral and/or written, or objective structured practical exam). It is

compulsory to take the laboratory/practical exams of the course boards in the first three years. For each course, the student who does not take any laboratory/practical exam in the relevant course board is not taken to the theoretical exam of the relevant course board and the relevant midterm grade is announced as "-50". The theoretical and laboratory and/or practical exams of a course board or internship are evaluated together. Students who cannot take the laboratory / practical exams in the year-end exam for any reason can take the year-end theoretical exam, but the practical exam grade of the relevant course is accepted as zero (0).

a) In order to be successful in the courses other than the course boards in the first three semesters, the grade obtained from the final exam must be at least 50 and the grade obtained by adding 60% of the midterm exam averages and 40% of the final exam grade must be at least 50.

b) In IV. and V. grades, practical and theoretical exams are held at the end of the internship term. Students who are successful in the practical exam are taken to the theoretical exam. Students are evaluated as "**Successful**" or "**Unsuccessful**" in the end of internship practical exam. Students who do not take the practical exam or **fail the practical** exam are not taken to the theoretical exam. Students who do not take the practical exam or fail the practical exam repeat the internship.

c) Students who have not completed the minimum clinical / practical application rate determined by the departments during the year and / or have not attended the clinical course complete these internships at the beginning of the new academic year by continuing the number of working days during the year.

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

(2) Make-up and internship repetition exam results are processed in the same way as general exam results.

(3) Exam grades are announced in writing.

### **Calculation of Grades**

**Article 22-** (1) In the midterm and final exams of a course board, the sum of the grades obtained from each of the courses constituting that course board according to their weights determines the grade of that exam and the grade received by the student is converted into a letter grade and announced.

(2) The difference between the grade of the student who gets less than 50% from one or more of the courses in a course board and the 50% of the total grade of that course is deducted from the total grade of the course board exam.

### **Midterm Exams Grade Point Average**

**Article 23-** The grade average of the midterm exams in the first, second and third year is determined by dividing the sum of the student's midterm grades by the number of midterm exams. The midterm grade of the student who does not attend the midterm exams of the relevant course board or boards without an excuse accepted by the Faculty Administrative Board is announced as "-50".

### **Success Grade Calculation**

**Article 24-** (1) The grade is calculated in accordance with the principles and conditions set out in Article 26 of the University of Kyrenia Associate and Undergraduate Education and Examination Regulations.

(2) The student's success grade is determined over 100 full points.

(3) In I., II. and III. grades, the year-end grade is calculated by adding 40% of the semester / year-end exam grade to 60% of the average grade of the midterm exams.

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

(5) One of the letter grades with the coefficients specified as the equivalent of the calculated points is announced by the Coordination Office in I., II. and III. grades and by the instructor responsible by the Departments in IV and V. grades.

(6) The points, grades, coefficients and meanings of course success grades are given below:

a)

<b>Letter Grade</b>	<b>Success Coefficient</b>	<b>Score</b>	<b>Success Appraisal</b>
AA	4.00	90-100	GOOD
BA	3.50	85-89	GOOD/BETTER
BB	3.00	75-84	GOOD
CB	2.50	65-74	MEDIUM/GOOD
CC	2.00	55-64	SECONDARY-GRADUATION REQUIREMENT
DC	1.50	50-54	MIDDLE-GEASER
DD	1.00	45-49	CONDITIONALLY SUCCESSFUL PASS
FF	0.00	<45	FAILED

b) Also, from letter grades;

NA: No right to take general, make-up and single course exams due to absenteeism or failure to complete the minimum rate in clinical/practical courses within the period specified in the teaching period in which the course is given, unsuccessful. Article 22/3 is evaluated within this scope.

FF: Did not take the course board exam, midterm exam, general or make-up exam, end-of-internship exam, failed

FF: Course board exam, midterm exam, general or make-up exam, end of internship exam, failed.

I: This grade is given to students who could not take the general exam due to incomplete clinical/practical applications but have completed the minimum ratios during the compensation period until the make-up and single course exam. Students who fail to make up the deficiencies at the end of the make-up period are not taken to the make-up and single course exams and their grades continue to be shown in this way

W: Refers to withdrawal from the course.

(7) A student who receives one of the grades AA, BA, BB, CB, CC and DC from a course in all classes is considered to have succeeded in that course. The raw success score equivalents of the letter grades are determined by the education coordinatorship board.

Students can only take the end-of-internship make-up exams of the internships they have passed with DC, DD in order to raise their grades at the end of the V. grade. Students who started the V. grade late due to the internships/internships they took again in the IV. grade and who will finish the V. grade and become interns during the year, but not at the end of the year, can take the internship exams or make-up exams of the ongoing internships in order to improve their grades without waiting for the end of the year. Students who wish to take the exam must notify the semester coordinator with a petition at least three (3) days before the exam.

Students who want to increase their grade point average can only repeat the courses they have passed with DC, DD. The last grade taken in the semester/year in which the course is repeated is valid.

Students who come from outside the university by transfer or who enrolled in the university through ÖSYM exam and transfer are recorded in the student's transcript by using the grade conversion table in accordance with the transfer and credit transfer directives.

### **Participation in Examinations and Validity of the Examination**

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

(2) Students must take all exams they are entitled to take at the place, day and time announced. The grade received by the student who takes the exam he/she is not entitled to take is invalid. In order to be able to take the end-of-year exam or year-end make-up exams of a course, the student must register for that course, attend and fulfil the other requirements of the course.

(3) Those who are found to have cheated, attempted to cheat or assisted in cheating in the exams as a result of the disciplinary investigation opened against them receive "NA". It is strictly forbidden to enter the theoretical, practical / laboratory exams with mobile phones and / or computer-like electronic devices. Students who take the exam with such devices are considered to have cheated or attempted to cheat and disciplinary proceedings are initiated against them.

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

### **Objection to Examination Questions and Grades**

**Article 26-** (1) Objections to the midterm exam results in grades I, II and III are made within 24 hours from the date of announcement, and objections to the year-end exams are made within 48 hours with an objection petition submitted to the dean of the Faculty of Medicine. The objected question may be cancelled in accordance with the evaluation of the faculty member who prepared the question. The cancelled question is excluded from the 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 out in Article 22 of the University of Kyrenia Associate and Undergraduate Education and Examination Regulations.

(3) Objections to small group work grades are evaluated by the relevant committee and the Dean's Office is informed in writing.

### **Additional exams, dismissal**

**Article 27** - (1) The course committees, courses, internships and their durations to take place in each semester at the Faculty are determined by the proposal 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 at the Faculty consists of six semesters, each of which covers one academic year. Each semester lasts at least thirty-two weeks excluding exams. At the end of each academic year, the academic calendar for the next academic year is submitted for the approval of the Faculty Board and the Rectorate.

(3) Students are obliged to complete their medical education in a maximum of nine years, starting from the beginning of the academic year in which they enrol, regardless of whether they register for each year. The penalty periods of students who are suspended from the University for a period of time are counted from the period of study. At the end of the maximum period, students who have never completed an internship are dismissed from the University.

(4) Students are dismissed from the University with the decision of the faculty board of directors if they are sentenced to dismissal from the higher education institution according to the provisions of the University of Kyrenia Student Disciplinary Regulation.

(5) Students may also be dismissed from the University upon their own request. In this case, students are required to make a written request to the Dean's Office in person. Other procedures related to the dismissal are carried out by the SC.

(6) In case of schizophrenia and other mental disorders that cause permanent loss of ability, students whose absenteeism exceeds two years in the whole education period are documented with a medical board report, the Faculty Administrative Board decides whether they can continue their education.

(7) The Faculty Administrative Board may decide to deregister the student in case the tuition fees are not paid.

(8) If the students fail to renew their registration for two consecutive times without an excuse, they are dismissed from the University with the decision of the Faculty Administrative Board.

## **SECTION FIVE Graduation and De-registration**

### **Graduation Success Degree**

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

(2) For the students who will be in the first three ranks in graduation; The conditions of not having disciplinary penalties and not having lost a year except for the excuses accepted by the Board of Directors are sought.

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

### **Diplomas, Graduation and Other Documents**

**Article 29-** (1) Students who successfully complete the theoretical and practical studies and examinations required for graduation in accordance with the provisions of the

Higher Education Law and the relevant directive are entitled to receive the "Faculty of Medicine Diploma" with all the powers and responsibilities to benefit from all the rights and powers granted by the laws of the Republic of Turkey and the TRNC.

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

a) Associate Degree Diploma in Basic Medical Sciences: Those who have successfully completed the first two years are awarded the "**Associate Degree in Basic Medical Sciences**" if they leave the university or decide to leave the university. **Repealed Article-1**

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

c) Students are given a diploma supplement prepared within the framework of 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 on a semester basis, and a temporary graduation certificate until the diplomas are prepared.

### **Registration Deletion and Cancellation**

**Article 30-** University of Kyrenia Associate and Undergraduate Education and Examination Regulations are made within the framework of the principles and conditions set out in Article 30.

## **SECTION SIX Discipline and Dress Code**

### **Discipline**

**Article 31-(1)** The provisions of YÖK, YÖDAK and University of Kyrenia Student Disciplinary Regulations shall apply to the disciplinary affairs and procedures of students during their education.

(2) Students who are temporarily suspended for any reason cannot participate in education, social activities and cannot enter the facilities of the University during this period. Students who have been arrested or convicted, who have a detention order in absentia or who are reported to the faculty / college 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 procedure of using the education and training rights of those who have been arrested, acquitted or convicted for a short period of time during the period of arrest and conviction is decided by the faculty / college board of directors.

### **Dress Code**

**Article 32-** In the Faculty of Medicine, students are required to wear appropriate dress and attire in hospital and laboratory practices that are worthy of the dignity of the medical profession and required by the special conditions of medical education. Detailed information is given in the training guide.

## **SECTION SEVENTH Miscellaneous and Final Provisions**

### **Cases Not Provided**

**Article 33-** In cases where there is no provision in this regulation, University of Kyrenia Associate and Undergraduate Education and Examination Regulation, 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.

**Enforcement**

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

**Execution**

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

**Repealed Article-1:** Article 29 (a) has been repealed by the decision of the Presidency of the Council of Higher Education dated 16.08.2021 and numbered E-75850160-302.15.06-58399.

