

REPUBLIC OF TÜRKİYE
LOKMAN HEKİM UNIVERSITY
FACULTY OF DENTISTRY GUIDELINES ON THE EDUCATION AND
EXAMINATIONS

**(Adopted at the meeting of the Senate of Lokman Hekim University on 2 July 2019 and revised
at the meetings of the Senate on 20 May 2020, 17 August 2021, 15 February 2022 and 21
December 2022)**

PART ONE
Purpose, Scope, Basis and Definitions

Purpose

Article 1- (1) (Amended: 17/8/2021-2021/103) Purpose of this Guideline is to specify the rules and procedures for education and exams of Lokman Hekim University Faculty of Dentistry.

Scope

Article 2- (1) (Amended: 17/8/2021-2021/103) This Guideline covers the provisions concerning education and exams of Lokman Hekim University Faculty of Dentistry.

Basis

Article 3- (1) This Guideline is based on the provisions of Articles 14 and 44 of High Education Law dated 04/11/1981 no. 2547 and Lokman Hekim University Faculty of Dentistry Education and Exam Regulation.

Definitions

Article 4- (1) (Amended: 17/8/2021-2021/103) In this Guideline,

- a) Academic Calendar shall mean the duration and dates of any enrollment, course, exam and similar activities within an educational year,
- b) Academic Year shall mean the educational year consisting of one term or 2 semesters ,
- c) Term shall mean each year of total 5 years of education,
- ç) Term Coordinator shall mean Lokman Hekim University Faculty of Dentistry lecturer who is responsible to manage the theoretical and/or practical courses relevant to his/her part to be conducted according to the rules; coordination of the classes as well as providing advisory services to the students.
- d) Board Courses: shall mean the courses in Term I, Term II and Term III concerning the relevant field of sciences which are structured in a way to complete each other under a specific content strand,
- e) Non-Board Courses shall mean the vocational classes which are not board courses and the common/elective courses which are conducted according to semester/year in all terms,
- f) Final exam shall mean the exam made in each term or end of semester in line with the academic calendar date which covers non-board and board courses,
- g) Repeat exam shall mean the exam which is made for the students who have failed in finals of board and non-board courses at the end of term or semester and/or the exam made instead

of final exam for students who have not taken the final exam conducted in the dates as specified in the academic calendar,

ğ) Course success grade shall mean the student's grade obtained by assessing all the exams within the semester/year including mid-term exam/board exam and finals/make-up,

h) Education Coordination Committee shall mean Lokman Hekim University Faculty of Dentistry Education Coordination Committee,

i) Faculty Board shall mean Faculty Board of Faculty of Dentistry,

j) Faculty Administrative Committee shall mean committee of Faculty of Dentistry,

k) Deanship shall mean Deanship of Lokman Hekim University Faculty of Dentistry

l) Rectorate shall mean the Lokman Hekim University Rectorate,

m) Board of Overseers shall mean Lokman Hekim University Board of Overseers;

n) University shall mean Lokman Hekim University.

PART TWO

Student Admission and Enrollment Rules

Student Admission and Enrollment Rules

Article 5- (1) Program quota, student admission and final enrollment, tuition fees, lateral transfers, student exchanges and mobility programs is subject to Lokman Hekim University Faculty of Dentistry and Exam Regulation.

PART THREE

Principles for Education

Education period

Article 6- (1) The normal education duration for Faculty of Dentistry is five years which consist of yearly periods (**Amended: 17/8/2021-2021/103**). Education period involving fall semester and spring semester excluding exams covers at least 14 weeks; and totally 28 weeks. Education is executed according to the academic calendar approved by Faculty Board and Senate. Education is based on yearly period but some courses may be regulated by semesters due to their specialty. Practical/clinic courses may exceed the academic calendar involving education and exams. Students are required to complete dentistry program in max 8 years which normally covers 5 years save for the extensions under Article 44 of Law 2547 Higher Education Law.

(2) Students who fail to graduate in eight years become professional students. The university enrollment and continuance rights as well as disenrollment of these students is subject to provisions of Article 44 and 46 of Code no. 2547 which is determined by YÖK and Senate.

(3) The study suspension demand with a valid reason by the students which is accepted by Faculty Board is excluded from the educational period.

(4) The suspension duration from school imposed as a disciplinary action is deemed to be included in the educational period.

Educational language

Article 7- (1) Educational language for Turkish Faculty of Dentistry shall be Turkish. Some courses may be provided in a foreign language partly or in whole upon the Board's proposal and Senate decision.

(2) Educational language for English Faculty of Dentistry shall be in English. However, under English Dentistry program, those who complete Term I, Term II, Term III involving basic medicine and basic dentistry sciences; the clinical practice and chairside education is conducted in Turkish, excluding Term IV and Term V theoretical courses. Therefore foreign students who attend to English Dentistry program are required to demonstrate Turkish language certificate showing their Turkish knowledge at least in Level B1 prior to passing to Term IV.

(3) The foreign language knowledge level of students who are accepted to English Dentistry program is identified by the university's foreign language level identification quiz or equivalent international foreign language quizzes recognized by the University or international foreign language quizzes which is conducted by ÖSYM and recognized by Higher Education Enforcement Board as equivalent.

Form of education

Article 8- (1) **(Amended: 17/8/2021-2021/103)** The courses are divided to board courses and non-board courses. Non-board courses involve vocational, elective and common compulsory courses. All the courses take place within the compulsory or elective and/or pre-requisite according to their specifications and implemented as theoretical and/or practical courses.

a) Compulsory courses; are courses where the student has to achieve within the faculty educational program in order to be graduated.

b) Prerequisite courses; are courses which are identified as such requiring to meet the pre-conditions/conditions.

c) Elective courses are optional ones where the student may elect. Such courses may be non-area or area elective.

d) Common compulsory courses are determined in Article 5 of Higher Education Law no. 2547.

(2) Courses are prepared and implemented according to Dentistry National Core Education Program. They are prepared by years by Education Coordination Committee and enters into force after Faculty Board's approval.

(3) Education Coordination Committee determines for the theoretical and/or practical courses, non-board (theoretical and/or practical/clinic practical) courses and their content as well as duration and enters into force with the Faculty Board's decision and Senate's approval.

(4) Course weight is calculated according to ECTS. Students have to complete at least 300 ECTS load during five years of education period.

(5) The relevant term coordinators are responsible from board and non-board course implementations.

(6) Elective courses are based on semesters and they are opened by Faculty Board's decision and Senate's approval.

Compulsory Attendance

Article 9- (1) Students are obliged to attend to theoretical, laboratory, practical, clinical practices as well as exams and participate in other academic events which the lecturer considers appropriate.

(2) Requirements for distance education is determined by Faculty Education Coordination Committee

(3) **(Amended: 17/8/2021-2021/103)** 70% attendance to board courses and non-board theoretical courses in all terms and 80% of attendance to practical/clinical courses are compulsory. Students who exceed the absence limit may not get course exams as well as board or non-board course finals and make-up exams. Students who are in this position but participate in such exams shall be considered invalid.

(4) **(Amended: 17/8/2021-2021/103)** In all terms, although the students attend to board and non-board courses but fail in the exam shall be obliged to attend to the periodical repeat of such courses. These students shall be obliged to attend to the failed exams.

(5) **(Amended: 17/8/2021-2021/103)** In compulsory or elective courses other than board and non-board courses and vocational compulsory courses, provisions of Article 33 of Lokman Hekim University Associate Degree and Undergraduate Education and Exam Regulation are applied. In this context, students who failed in the exams despite their continuance may take the failed course exam without being required to continue for the next educational period by the decision of Faculty Board.

(6) **(Amended: 17/8/2021-2021/103)** Attendance of the students to the courses are pursued by relevant course executive and the list of students who have not been qualified to take exams due to absence and when the board courses and non-board courses are ended, such list is delivered to Term Coordinator by the relevant lecturer through the Head of Departments. Term Coordinator reassesses the board and non-board course absenteeism schedules based on theoretical and practical/clinic implementation and announce the students who may not take the make-up exam and finals within five business days in advance of finals.

(7) **(Amended: 17/8/2021-2021/103)** Health report does not eliminate the continuance liability but the report period is excluded from the max education period.

(8) Students who are in leave in order to attend scientific, sportive, cultural or artistic events domestically or internationally allowed by the Deanship is not considered as absenteeism.

Practical and clinical applications

Article 10- (1) These applications involve inter-board practical applications, non-board vocational course practical applications, observer student and clinical applications.

(2) **(Amended: 17/8/2021-2021/103)** The contents, minimum number, assessment methods and success criterion of practical/clinical applications which the students are obliged to perform is announced at the beginning of education year after proposed by department board and decided by Faculty Education Coordination Committee

(3) **(Amended: 17/8/2021-2021/103)** Term I, Term II and Term III non-board compulsory vocational and pre-clinical practical applications are performed in line with the faculty education plan in practical application and artificial patient laboratories in person. In addition to practical applications, Term III students act as preapostor in spring term.

(4) **(Amended: 17/8/2021-2021/103)** Term III students (in half term), Terms IV and V students are required to perform preapostor application and complete clinical applications within the period in line with the application programs in dates and with groups alternately as announced by the relevant department at the beginning of education period.

(5) **(Amended: 17/8/2021-2021/103)** For Term IV and Term V clinical application terms are at least 3 weeks which is determined by Faculty Education Coordination Committee and approved by Faculty Board within the educational period as provided in Faculty of Dentistry academic calendar. The relevant Department Head is responsible to identify the subject of clinical applications and coordinate the exams.

(6) During the course of observer student and clinical applications, all students attend to theoretical and/or practical education including medical examination and treatments under the supervision and control of responsible lecturers.

Recovery for practical and clinical applications

Article 11- (1) **(Amended: 17/8/2021-2021/103)** Students are obliged to perform practical application course works for Term I, Term II and Term III and for Terms IV and V, shall also perform the clinical application course works in dates and with groups as specified by the relevant department. Students are required to complete their clinical classwork in the number and type (including the recovery duration) specified to them successfully. Recovery implementation is announced by the relevant Department at the beginning of term.

(2) **(Amended: 17/8/2021-2021/103)** In Dentistry Term I, Term II and Term III practical application courses students who complete the minimum practical studies and completes the missing class works within the recovery period shall be eligible to take final exam of such course. Students who fail to complete minimum practical studies or missing class works are required to complete them prior to make-up exam within the recovery period granted to them. If they do so, they shall be eligible to take the make-up exam. Including the recovery period, those who fail to complete their class works or fail in the exams they will be considered unsuccessful of that course.

(3) **(Amended: 17/8/2021-2021/103)** Term IV and Term V clinical students shall, as a result of practical educations performed in groups within the relevant departments, in order to take the final exam of that course, they must first complete threshold workload determined for that year successfully within the time granted to them, latest prior to the exam date. Provided that each course is respectively assessed until final exam, students who fail to complete the total workload (including those who fail to complete threshold workload within the specified time) shall be required to complete such workload prior to make-up exam. Including the recovery period, those who fail to complete their class works or fail in the exams they will be considered unsuccessful of that course.

Course exemption

Article 12- (1) Students who enroll to Faculty of Dentistry for the first time or those who are found eligible to be enrolled to the program he/she left after satisfying the necessary requirements; or those who are accepted by inter-enterprise or in-house lateral transfer and students who want to be exempted from previously achieved courses shall apply to Student Affairs Coordination office with the required documents as of the general enrollment date and within the time specified in academic calendar.

(2) **(Amended: 17/8/2021-2021/103)** Exemption process is conducted according to the provisions of Lokman Hekim University Guidelines for Exemption.

(3) The Faculty Board shall assess the previous achieved courses of the student and decides which of them is to be exempted.

(4) **(Amended: 17/8/2021-2021/103)** Grades of the student relating to exempted courses are showed in the transcripts in line with the grades specified in the relevant articles of Lokman Hekim University Exemption Guidelines and included to the grade point average.

(5) Students who are enrolled by lateral transfer may not take a course from an upper class without completing the missing or practical/clinical applied courses according to Lokman Hekim University Faculty of Dentistry course program. In this case he/she shall enroll to the lowest class and after completing the missing courses or clinical applications he/she shall be adjusted to that class.

Course duration

Article 13- (1) In Faculty of Dentistry the theoretical and practical course duration is 50 minute and the break duration is 10 minutes.

(2) The theoretical and practical/clinical applications are performed according to the weekly course programs which is determined by Faculty Education Coordination Committee.

PART FOUR Procedures and Implementation of Exams

Exams

Article 14- (1) All the exams in Faculty of Dentistry is assessed over 100 points and grades are defined between 0-100. Final grade must be at least 60 for each course.

(2) **(Amended: 17/8/2021-2021/103)** Exams involve course board exam, mid-term exam, final, make-up exam and short quiz. Such exams may be conducted as written or oral and/or practically or clinically practices. The form of such exams and the contribution of the practical exams are determined by the relevant department's board decision and approval of the Faculty Board and announced in the beginning of the year accordingly. Such exams are made as following;

a) Course board exams are made at the end of each course board.

b) **(Amended: 17/8/2021-2021/103)** For mid-term exam, theoretical and practical clinic courses exams other than course boards are made once in each semester. In addition to the theoretical aspect of the courses also practical mid-term exams are made once in each semester. In clinical application courses at least one mid-term exam is made. The student may not be held responsible in mid-term exam for any application he/she is not involved. Excluding mid-term exam, based on final grade short quizzes, practical quizzes based on the student's practical skills, clinical treatment and assessment quizzes, class works, projects and similar studies can be performed within the term. The contribution rate of these studies to final grade is identified by the Faculty Board by the relevant department's proposal. Maximum three mid-term exam can be made among the program courses in one day.

c) **(Added: 17/8/2021- 2021/103)** Short quiz is the quiz which is made during courses and applications without or by informing previously with the aim to increase the learning rate. Grades of these quizzes may have an impact on practical and/or theoretical grade provided that it does not exceed 10%. The degree of influence of such exams are identified by Faculty Education Coordination Committee.

ç) **(Amended: 17/8/2021-2021/103)** Final exam is made at the end of the term for board courses and non-board courses after the last board course or non-board course exams which covers the semester/year. Students who does not meet the school continuity requirement may not take finals and make-up exams and shall repeat the terms. In addition the student is required to complete the practical/clinical applications successfully.

d) **(Added: 17/8/2021-2021/103)** In vocational non-board compulsory courses and for Term I, Term II, Term III, Term IV the practical/clinical courses the final exam is made at the end of year when that course is completed and for Term V is made at the time announced provided that such date is falls to the end of clinical application. Final exams for courses involving practical/clinical application shall be made in the same form. Students shall use their rights to take make-up exam for the failed courses. Those who fail in practical/clinical exams may not take the final theoretical exams.

e) **(Amended: 17/8/2021-2021/103)** Make-up exam shall be made after finals in the dates specified in Faculty of Dentistry academic calendar. Students who can take this exam are those who are eligible to take the finals but did not take them provided that their grade point is under 60 as well as students who want to increase their pass grades by applying to the Dean's office. Students who cannot take the final exams due to failure to meet practical/clinical application criteria but completes such course successfully within the recovery period shall take the make-up exam. Students with final grade under 60 over 200 shall fail and the term is repeated for board and non-board courses.

f) **(Amended: 17/8/2021-2021/103)** Make-up exam for excuses are made according to the committee's consent in case any student has a valid excuse for not taking any board or non-board mid-term exam and requests to take it. Excuses are subject to provisions of Lokman Hekim University associate degree, undergraduate and Exam Regulation and make-up exams cannot be used for finals.

Validity of exams

Article 15- (1) (Amended: 17/8/2021-2021/103) The student is obliged to take the exam in the place and time as specified in the program; otherwise the exam shall be deemed invalid. In case the student takes the wrong exam his/her grade shall be invalid even if announced and a disciplinary action is imposed.

Exam documentation

Article 16 – (1) (Added: 17/8/2021-2021/103) All type of exam document shall be kept by the relevant department for five years.

Announcement of exam results

Article 17– (1) (Added: 17/8/2021-2021/103) Exam results are announced within latest fifteen days after exam date. Such results are final as soon as announced by the relevant units in the method determined by the Rectorate.

Objections for exam result

Article 18 – (1) (Added: 17/8/2021-2021/103) Exam papers and academic records may not be changed after they are forwarded to the relevant units unless an error of fact is made.

(2) **(Added: 17/8/2021-2021/103)** Students shall apply in written to Deanship for raising an objection to error of fact within five days following the exam result announcement. In case an error of fact is found in exam papers or academic records, it is adjusted by term coordinators after obtaining the responsible lecturer/s opinion and the result is announced within fifteen days.

(3) In case objection to the errors are not raised within the specified time, such objection shall be disregarded.

Exam grade

Article 19 – (1) (Added: 17/8/2021-2021/103) The letter equivalent grade of common compulsory and elective courses are provided in Lokman Hekim University Associate Degree, Undergraduate and Exam Regulation. Grades used in assessing other course exams are showed below:

Grade	Letter Grade	Coefficient
90-100	AA	4,00
80-89	BA	3,50
70-79	BB	3,00
65-69	CB	2,50
60-64	CC	2,00
0-59	FF	0,00
0	NA	0,00
Unqualified	S	
Qualified	U	

(2) NA grade is given to the students who have not been entitled to take final and make-up exams due to absenteeism. NA grade is treated as FF grade in calculation of grade point average.

Assessment and evaluation

Article 20- (1) **(Amended: 17/8/2021-2021/103)** Faculty Education Coordination Committee defines the methods of assessment and evaluation of courses

(2) Course grade point: when calculating the students' grade point, absolute assessment system is used. The success level is identified by the course grade point.

(3) **(Amended: 17/8/2021-2021/103)** Course grade is calculated as following:

a) **(Amended: 17/8/2021-2021/103)** In order to achieve board courses, the grade point should be at least 60 which is found by adding the relevant term's average (40%) grade point of board courses and board final exam grade. It is prerequisite to at least get 50 mark in final and make-up exams to achieve board courses. Grade point average for board courses; is found by adding the grades of the student by using ECTS rates.

b) **(Amended: 17/8/2021-2021/103)** In order to achieve non-board courses the grade point should be at least 60 which is found by adding 40% of the mid-term exam average to 60% of the final exam grade. It is prerequisite to at least get 50 mark in final and make-up exams to achieve non-board courses.

Nonsuccess

Article 21- (1) **(Amended: 17/8/2021-2021/103)** Including excuses, students who does not attend to 30% of the theoretical courses and more than 20% of practical/clinical applications may not take the final and make-up exams of that course. Students who take such exams in this position shall be deemed invalid.

(2) **(Amended: 17/8/2021-2021/103)** Students with 2.00 grade point average (GPA) shall be identified as unsuccessful.

a) Term is repeated for board and non-board vocational courses

b) Unsuccessful students of Term V shall repeat the clinical application course in the next term. No clinical application repeat can be made at the same time.

c) For common compulsory and/or elective courses the relevant articles of Lokman Hekim University Associate Degree, Undergraduate and Exam Regulation shall apply.

(3) **(Cs: 17/8/2021-2021/103)** Years of class repeat is included to the educational period.

Additional exams and disenrollment

Article 22- (1) **(Amended: 17/8/2021-2021/103)** The additional exam entitlement for unsuccessful students are determined under Article 44 of YOK law no 2547.

(2) **(Amended: 17/8/2021-2021/103)** Students who take additional exams shall pay exam fee for each exam which is determined by board of overseers.

(3) **(Amended: 17/8/2021-2021/103)** Professional students who get exams shall pay the exam fee as provided in academic calendar and apply to the Deanship in written specifying which exam they want to take.

(4) **(Amended: 17/8/2021-2021/103)** For extensions, professional students who are not entitled to obtain diploma shall be disenrolled under the relevant regulation.

Prerequisite courses and repetition of terms

Article 23- (1) **(Amended: 17/8/2021-2021/103)** Since class pass instead of course pass system is implemented in the faculty, students who fail to achieve all the prerequisite courses may not continue to the next class and shall repeat the related courses. Vocational compulsory board and non-board courses are prerequisite courses which the student must achieve in order to graduate. These courses involve theoretical and/or practical and clinical applications and is deemed to be prerequisite for the next year. Prerequisite courses and requirements thereof is determined by senate approval following the relevant department's proposal and faculty committee's decision.

(2) Excluding dentistry vocational field courses, students who are unsuccessful although they continued to the common compulsory and elective courses may get the relevant course and exams without being obliged to continue for the next educational period by the Faculty Committee decision.

(3) Excluding dentistry vocational field courses, students who fail the common compulsory and elective courses due to absence or those who are accepted through lateral transfer and must take these courses, in case the course programs collide, then Lokman Hekim University Associate Degree and Undergraduate Education and Exam Regulation provisions shall apply.

PART FIVE

Rules for Absence, Leave, Graduation and Diploma

Rules for Absence, Leave, Graduation and Diploma

Article 24- (1) Such rules are conducted according to the relevant Articles of Lokman Hekim University Faculty of Dentistry Education Exam Regulation.

PART SIX

Duties of Coordinators

Term Coordinator

Article 25- (1) **(Amended: 17/8/2021-2021/103)** Term Coordinators' roles and responsibilities who are responsible towards Education Coordination Committee is as follows; manages the theoretical and/or practical courses included in all terms; coordinates the board courses; evaluates demands of substitute courses or changes thereof; prepares the course program for the next education period; places the course and application courses to the academic calendar; controls the high school continuity; enters checks to the system; according to the weight of the courses, obtains, organizes and prints all the board course and non-board course exam questions from the relevant Department Head office; conducts exams; ensures safety and order before, during and after exams; finalizes them; enters the grade points to the system and

announces them.

- (2) According to the continuance schedules received from Department Head offices, identifies and announces students who cannot take board, mid-exam, term end and make-up exams;
- (3) According to the course subject change demands received from Department Head offices, evaluates them and submits to Faculty Education Coordination Committee and adds the relevant changes which are found acceptable by board to the course program
- (4) Acts as an advisor in order to assist solving the educational, social, cultural, economic and psychological issues of the students within the period of responsibility,
- (5) Has the first degree liability in collecting board course student opinion questionnaires and assessment and submitting such information to the Education Coordination Committee and
- (6) determines the course tools to be supplied in order to improve quality and notifies the coordination committee accordingly.

PART SEVEN

Miscellaneous and Final Provisions

Clothing, appearance and applications

Article 26- (Added: 17/8/2021-2021/103) The clothing requirements for dentistry faculty and rules to be abided by in laboratories are determined by the Faculty committee provided that such rules do not violate the provisions of relevant legislation. The students are required to comply with the relevant regulation concerning clothing and appearances.

Discipline

Article 27- (1) Provision of Higher Education Institutes Student Disciplinary Regulation published by Official Gazette dated 18/8/2012 no. 28388 shall apply for disciplinary actions.

Situations for which there are no provisions

Article 28- (1) For issues not covered by this guideline, YÖK legislation, Lokman Hekim University Associate Degree, undergraduate and Exam Regulation, Faculty of Dentistry Regulation, Senate and Faculty Board's decisions and relevant regulations shall apply.

Enforcement

Article 29- (1) This Guidelines shall enter into force after adopted by the Senate of Lokman Hekim University.

Execution

Article 30- (1) The provisions of this Guidelines shall be executed by the Dean of Lokman Hekim University Faculty of Dentistry.