

**REPUBLIC OF TÜRKİYE**  
**LOKMAN HEKİM UNIVERSITY**  
**MEDICAL FACULTY EDUCATION AND EXAM GUIDELINES**  
*(Adopted at the meeting of Lokman Hekim University's Senate on 17 September 2019 and  
revised at the meetings of 20 May 2021, 24 September 2021, and 23 November 2022)*

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1 – (1)** The purpose of this Guidelines is to set out the principles for admission and removal of students, education and examinations at Lokman Hekim University Medical Faculty.

**Scope**

**ARTICLE 2 – (1)** This Guidelines includes the requirements for admission and removal of students, education and examinations at Lokman Hekim University Medical Faculty.

**Basis**

**ARTICLE 3 – (1)** This Guidelines is based on the provisions of article 14 of Higher Education Law No. 2547 dated 04/11/1981.

**Definitions**

**ARTICLE 4 – (1)** In this Guidelines,

a) Academic calendar shall mean the duration and dates of enrollment, classes, exams and similar activities in an academic year.

b) European Credit Transfer System (ECTS) shall mean the numerical value based on the total workload required to acquire the knowledge, skills and competencies, covering all the work that the student has to do in order to successfully complete a course.

c) Head Coordinator shall mean a faculty member of the Medical Faculty who provides the coordination of pre-graduate medical education, teaching and examinations in the Medical Faculty.

ç) Deputy/Deputies of Head Coordinator shall mean a faculty member of the Medical Faculty who is the Deputy/Deputies of Head Coordinator.

d) Suspended student shall mean a student whose enrollment is not renewed and who cannot benefit from any student entitlement because the tuition fee is not paid in due time.

e) Make-up examination shall mean an examination that replaces the final exam in Term I, Term II and Term III; and a make-up exam for students who fail the examinations of Clinical Courses and Application Board in Term IV and Term V.

f) Make-up examination grade shall mean the grade on the make-up examination.

g) Advisor shall mean a faculty member who provides assistance in educational and similar matters.

ğ) Exchange and mobility program shall mean a student exchange program organized by international and national educational institutions and organizations,

h) Dean shall mean the Medical Faculty Dean of Lokman Hekim University.

ı) Course board shall mean a structured curriculum in Term I, Term II and Term III.

i) Course board examination shall mean an examination at the end of each course board in Term I, Term II and Term III.

j) Course board grade shall mean a grade on the course board examinations in Term I, Term II and Term III.

k) Grade point average of course boards shall mean the addition of grades on the course board examinations in in Term I, Term II and Term III and calculation based on the ECTS rates.

l) Academic year shall mean an academic year of one term or two semesters.

- m) Vertical board shall mean a board that is active throughout one academic year.
- n) Term shall mean each of the 6-month school years that consist of minimum 32 weeks.
- o) Pass grade of term shall mean the grade point average of course boards in Term I, Term II and Term III, and the weighted average of the final exam or make-up exam grade calculated at the rates determined by the Faculty Board.
- ö) Term Coordinator shall mean an academic member of Medical Faculty who is responsible for conducting the evaluation process in accordance with the rules and providing counseling to students in the part of the medical education curriculum that concerns his/her term.
- p) Deputy/Deputies of Term Coordinator shall mean an academic member of Medical Faculty that provides assistance to the Term Coordinator in their job description, and in case of their absence, that assumes its duty.
- r) Faculty shall mean the Medical Faculty of Lokman Hekim University.
- s) Faculty Board shall mean the Faculty Board of Medical Faculty of Lokman Hekim University.
- ş) Faculty Administrative Committee shall mean the Faculty Administrative Committee of Medical Faculty of Lokman Hekim University.
- t) Final exam shall mean an exam covering all course boards at the end of each term, and an exam administered on the dates in the academic calendar at the end of each clinical course and application board.
- u) Final exam grade shall mean the grade on the final exam.
- ü) Internship stages shall mean the education in rotation in various Departments in Term VI.
- v) Internship practice shall mean the clinical and applied training with period determined by the Higher Education Board in Term VI to improve the knowledge, skills and attitudes of the sixth year students of the Faculty of Medicine towards the practice of medicine with active participation in clinical decision-making processes and practices, and health service delivery, including watch, with faculty members, medical practitioners, and other healthcare professionals.
- y) Clinical Course and Application Board (CCAB) shall mean the education in various Departments/Disciplines in Term IV and Term V.
- z) Board of Coordinators shall mean a board of Head Coordinator, term coordinators, and coordinators of elective courses and clinical skill education.
- aa) Board of Overseers shall mean the Board of Overseers of Lokman Hekim University.
- bb) Common compulsory courses shall mean the common compulsory courses carried out on a semester basis in the Medical Faculty and determined by YOK.
- cc) Common compulsory/elective course grade shall mean the grade from compulsory/elective course exams.
- çç) Common compulsory/elective course exam shall mean a midterm exam in each semester, and a final exam and a make-up exam at the end of the semester.
- dd) OSYM shall mean the Student Selection and Placement Center.
- ee) Rector shall mean the Rector of Lokman Hekim University.
- ff) Elective courses shall mean the theoretical or practical courses lasting one semester in the Faculty of Medicine, chosen by the students, offered in the Medical Faculty education program or other faculty education programs affiliated with Lokman Hekim University.
- gg) Senate shall mean the Senate of Lokman Hekim University.
- ğğ) SUAM shall mean the Health Application Research Center of Lokman Hekim University.
- hh) Sustained students shall mean any students who have completed the maximum educational period in this Guidelines but are not dismissed to allow to continue studying pursuant to the provisions of article 44 of Higher Education Law No. 2547.
- ıı) University shall mean Lokman Hekim University.
- ii) University Student Affairs Coordinator shall mean the Student Affairs Coordinator of Lokman Hekim University.
- jj) YÖK shall mean the Council of Higher Education.

## **PART TWO**

### **Quota, Admission, Enrollment, and Lateral Transfer §**

#### **Quota, admission and enrollment conditions, lateral transfer, re-enrollment, freezing enrollment**

**ARTICLE 5** – (1) The applicable articles of Lokman Hekim University Medical Faculty Regulation shall apply.

## **PART THREE**

### **Principles for Education**

#### **Period of study**

**ARTICLE 6** – (1) Students of the Medical Faculty shall complete 6-year medical education in a maximum of 9 years, regardless of whether they are enrolled in each semester, without prejudice to the additional periods in Article 44 of the Higher Education Law No. 2547. During this period, the student shall not be dismissed due to non-payment of the tuition fee, absenteeism or failure. However, if the enrollment is not renewed due to non-payment of the tuition fee for four consecutive years with the decision of the Faculty Administrative Committee and the Senate and the approval of the Higher Education Council, the students may be dismissed. Students who fail to graduate at the end of such periods shall be entitled to retake all CCABs they failed twice. Those who reduce the number of failed CCABs to five at the end of such repetitions shall be entitled to repeat three times. Those who fail a maximum of five CCABs without exercising the additional CCAB entitlement shall be entitled to repeat four times. Those who fail one CCAB shall be entitled to unlimited number of repetitions.

(2) Students who fail to re-enroll shall become a suspended student. Suspended students may not attend classes and exams during these periods and may not benefit from their student rights. The re-enrollment and dismissal of suspended students shall be carried out in accordance with the provisions of Articles 44 and 46 of the Higher Education Law No. 2547 and the principles determined by YÖK and the Senate.

(3) The periods in which the student's enrollment is suspended shall be counted as the education period.

(4) The valid excuse of the students for freezing enrollment, which are agreed by the Faculty Administrative Committee, shall be excluded from the education period.

(5) Suspension penalties as a disciplinary penalty shall be counted as the education period.

#### **Language of education**

**ARTICLE 7** – (1) The language of education is Turkish for the Turkish Medicine program of Medical Faculty. Upon the recommendation of the Faculty Board, certain courses may be delivered partially or completely in a foreign language with the decision of the Senate and the approval of YÖK.

(2) The language of education is English for the English Medicine program of Medical Faculty. However, in the English Medicine program, for the students who have completed the basic medical sciences education term I, term II and term III, CCAB in term IV and term V CCAB and the internship in term VI (except for theoretical courses) and bedside practice may be delivered in Turkish. For this reason, foreign students studying in the English Medicine program are required to submit documents showing a Turkish language score of at least B1 level before proceeding to term IV.

(3) The level of foreign language knowledge of the students admitted to the University shall be determined based on the foreign language assessment test conducted by the University, international foreign language exams with equivalence recognized by the University, or foreign language exams conducted by ÖSYM with equivalence to international exams recognized by the Higher Education Executive Committee.

### **Education in Term I, Term II and Term III**

**ARTICLE 8 –** (1) The education in Term I, Term II and Term III shall be carried out based on the following principles.

- a) The education shall be executed on the basis of course boards.
- b) Courses shall be executed on the basis of information package of medical program.
- c) Course weights shall be calculated based on the ECTS. During the education, students must successfully complete at least 60 ECTS per academic year, in line with the Bologna process.
- ç) Since there is unity in the theoretical and practical courses in this system, education may not be carried out in a medical faculty of another university in a part of these committees in Term I, Term II and Term III. However, after the program compatibility is approved by the Board of Coordinators, the student may complete the entire semester in a medical faculty of another university, provided that it is approved by the Faculty Administrative Committee and the Senate, and the tuition fee is paid to our university. The tuition fees shall be subject to applicable legislation of the University.
- d) The course boards and exams shall be arranged in annual program.
- e) The content of the board courses shall be determined by the Board of Coordinators, evaluated by the Faculty Board and implemented with the approval of the University Senate.
- f) The course boards shall be executed by the relevant Term Coordinator.
- g) The elective courses shall be arranged on the basis of half term.
- ğ) Elective courses shall be opened upon the recommendation of the Common Courses Coordinator and/or the Board of Coordinators, the decision of the Faculty Board and the approval of the Senate.
- h) Elective courses may be composed of both vocational courses and courses opened in the relevant semester at the University. The student shall select from the vocational and non-professional elective courses opened at that time, in line with the quotas opened.
- ı) Examinations and evaluation of university elective courses shall be carried out by the relevant faculty member in line with the Senate's decisions. The faculty member shall evaluate the theoretical exam, the practical exam, the assignment or the project presentation.
- i) Examinations and evaluation of the elective courses of the Faculty of Medicine shall be carried out in line with the decisions of the Faculty Board, and the theoretical exam, practical exam, assignment or project presentation shall be evaluated.

### **Education in Term IV and Term V**

**ARTICLE 9-** (1) The education in Term IV and Term V shall be carried out based on the following principles.

- a) The education shall be executed on the basis of clinical courses and course boards.
- b) Each CCAB in Term IV and Term V shall be considered a course.
- c) Courses shall be executed on the basis of information package of medical program.
- ç) Course weights shall be calculated based on the ECTS. During the education, students must successfully complete at least 60 ECTS per academic year, in line with the Bologna process.
- d) Clinical courses and application boards shall be determined by the Board of Coordinators upon recommendation of the Term Coordinators, evaluated by the Faculty Board and implemented with the approval of the University Senate.
- e) Clinical courses and application boards may be carried out in hospitals, application and research centers that SUAM and the University are affiliated with, or in a hospital or practice and research center of another university accepted by the Senate.
- f) Relevant Department Heads are responsible for the arrangement of clinical courses and application boards, educational subjects, practices and exams.
- g) Other matters relating to education in Term IV and Term V shall be set out in the applicable guidelines.

## **Education on Term VI**

**ARTICLE 10-** (1) The education in Term VI shall be carried out based on the following principles.

- a) The education is based on the internship stages.
- b) Internship training period determined by the Council of Higher Education is 12 months.
- c) Internship shall be maintained in the months that coincide with the semester or summer vacation.
- ç) The intern carries out all kinds of work in the clinic, polyclinic, laboratory and education field of the unit where he/she does his internship under the supervision of the Department of that unit. If the Head of the Department deems it necessary, it shall require the intern to be on duty. During the watch, the intern on duty shall be responsible to the doctor on call.
- d) Each internship in Term VI is considered a course.
- e) Courses shall be executed on the basis of information package of medical program.
- f) Course weights shall be calculated based on the ECTS. During the education, students must successfully complete at least 60 ECTS per academic year, in line with the Bologna process.
- g) The internship stages shall be arranged in annual programs.
- ğ) Students may carry out vocational training or internship practice in the course schedule abroad, with the approval of the Dean of the Medical Faculty, in a way not to interrupt their education programs.
- h) The internship stages may be carried out in hospitals, application and research centers that SUAM and the University are affiliated with, or in a hospital or practice and research center of another university accepted by the Senate.
- i) The relevant Term Coordinators are responsible for the management of internship stages in Term VI.
- ı) Internship training shall be determined by the Board of Coordinators in line with the recommendation of the Term Coordinators, evaluated by the Faculty Board and implemented with the approval of the University Senate.
- j) Article 25 of the Law No. 3308 shall apply to the fees to be paid to the students who do internship.
- k) The workmen's compensations insurance shall be maintained for the students who do internship pursuant to subparagraph (b) of the first paragraph of Article 5 of Law No. 5510.

## **Applied training**

**ARTICLE 11-** (1) The applied training of the medical program students under the name of CCAB in Term IV and Term V shall be considered as part of the applied course.

(2) Internship practice in medical programs shall be considered as part of the vocational training.

(3) A maximum of five hours of theoretical course per week shall be assigned to the responsible lecturer appointed for the vocational training regardless of the number of the applied training groups under his/her responsibility.

(4) ECTS credits for applied courses shall be calculated as part of calculating the ECTS credits of the related course, and ECTS credits shall not be calculated separately.

(5) Applied courses shall be delivered within the relevant course, on the days and times determined in the curriculum. However, if deemed necessary, applied courses may be held at different times from the days and hours specified in the curriculum.

(6) Students who receive applied training within the applied course shall not be paid and students shall be considered to be insured under subparagraph (f) of the first paragraph of Article 6 of the Law No. 5510.

(7) The procedures and principles for the applied training shall be determined by the Higher Education Council in case of natural disasters such as earthquake, fire, flood, legal strike, lockout, general epidemic disease, war, partial or general mobilization and similar force majeure circumstances.

### **Common compulsory courses**

**ARTICLE 12** – (1) Turkish Language, Foreign Language, Atatürk's Principles and History of Turkish Revolution, and Information Technologies are common compulsory courses.

(2) The exams and evaluation of these courses shall be carried out by the relevant coordinators of the University.

(3) Students who fail these courses may move on to the next term. Students may take the midterm and final exams of the courses they have failed. Students who fail the final exam shall take the make-up exams. Successful completion of these courses is required in order to graduate.

### **Elective courses**

**ARTICLE 13** – (1) The elective courses are such courses that may be selected by the student from the recommended ones. The elective courses may include in-area and non-area courses.

(2) Execution, exams and grading of elective courses shall be carried out in accordance with the applicable legislation of Lokman Hekim University.

### **Exemption from courses**

**ARTICLE 14** – (1) Students who are placed in the Medical Faculty by OSYM (Student Selection and Placement Center) or through lateral transfer are required to apply to the Registrar's Office with a petition for exemption and adjustment within five (5) business days following the date of their enrollment in the university. Requests for exemption to be made in the following semester/years or requests for cancellation of exemption and adjustment procedures shall not be processed.

(2) The Faculty Administrative Committee shall evaluate the courses that the student has successfully completed and decide which ones to be exempted.

(3) Exemption procedure shall be carried out according to the current curriculum.

(4) Board courses and in-board courses are not exempted in Term I, Term II and Term III.

(5) In case of lateral transfer and adjustment, exemption from common compulsory courses (from 5i courses) and elective courses approved by the Faculty Board's decision may be granted.

(6) Regarding the problems encountered during conversion of grades, a decision shall be made in accordance with the provisions of the Lokman Hekim University Regulation on the Associate Degree, Undergraduate Education and Examination.

(7) If the course system is used in the previous university of the student, the passing grade of the courses taken shall be used.

(8) After determining the exempted courses for the student enrolled through lateral transfer, the compulsory and elective courses shall be uploaded to the student's system in order to complete the minimum ECTS credits required for that semester/year.

(9) Any students enrolled through lateral transfer in Term IV and Term V may not take a course or CCAB from the next semester without completing the missing courses or CCABs according to the curriculum of the Medical Faculty of Lokman Hekim University. In this case, in order to take the missing course or CCAB, the student shall be enrolled in the lowest semester with the missing course/CCAB. After completing the missing courses/CCABs, the student shall be adjusted to the required semester.

### **Student advisors**

**ARTICLE 15** – (1) An advisor is identified by the Faculty Administrative Committee from among the faculty members at the beginning of each academic year.

(2) Student counseling services are executed in accordance with the Lokman Hekim University Guidelines on the Associate/Undergraduate Student Advisors.

## **PART FOUR**

### **Compulsory Attendance, Excuses, Leaves, and Reports**

#### **Compulsory attendance**

**ARTICLE 16** – (1) In Term I, Term II and Term III, attendance to 70% of the theoretical courses, and 80% of the practical courses and other practice shall be compulsory in each course board. This rule also applies to non-board courses. Students who exceed the absenteeism limit shall not be allowed to take the course board exam or non-board course exams.

(2) In Term IV and Term V, 70% of the theoretical courses and 80% of the practical courses and other practice are required to be attended in each CCAB. Students who fall below this limit, with or without excuse, shall repeat CCABs. There is also an attendance requirement for students who repeat CCAB. Absent students shall not be allowed to take any exams of the relevant CCABs.

(3) Internship stages for Term VI students shall continue uninterrupted for one year. It is mandatory to attend the entire internship period. If absenteeism does not exceed 10%, the intern, whose excuse is accepted by the Faculty Administrative Committee, has to make up for the absent practical study on the day and time indicated by the relevant faculty member (even outside working hours) within the possibilities of the Department. The student who fails to make up for the internship shall be deemed failed in that internship and repeat the internship.

(4) In Term I, Term II and Term III, common compulsory courses shall be carried out in accordance with the applicable regulations of the University.

(5) If the students who fail the exam despite continuing the elective courses choose the same courses in the next term, there is no obligation to attend these courses. However, such students have to be successful in all the exams of the courses they failed in order to graduate. This condition shall not apply to the elective clinical courses and application boards in Term IV and Term V and internships in Term VI.

(6) For students who are allowed by the Faculty Administrative Board to participate in scientific, sportive, cultural or artistic events at home and abroad, such periods shall not be considered as absenteeism.

#### **Excuse reports**

**ARTICLE 17** – (1) The students who receive a medical report shall submit this report to the Dean's Office within three working days following the end of the report period. Students who are excused shall not be allowed to take the exams within the excuse period. The exam taken by the student with a report or excuse shall be considered invalid. In case the report is accepted by the Faculty Administrative Committee, make-up exams can be taken following the expiry of the report.

(2) The excused periods or periods on report shall be counted within the periods when the student is absent. Students who have a report with a total of five weeks or more in a semester may be considered on leave for that semester with the decision of the Administrative Committee.

## **PART FIVE**

### **Exams and Assessment**

#### **General rules for the exams**

**ARTICLE 18** – (1) Exams can be taken as written, oral or both written and oral and/or practice exam.

(2) Instructors may assign students assignments related to the current course board or CCAB and internship, and appoint them to scientific events. The planning, implementation and assessment of such assignments, events and exams shall be determined by the Board of Coordinators and approved by the Faculty Board.

(3) The scope and weight of the courses that will be the subject of the questions shall be determined by the Term Coordinators in line with the recommendations made by the relevant Department Heads.

(4) The Term Coordinator is responsible for the implementation of the board exams in Term I, Term II and Term III, and the Departments are responsible for the implementation of the exams in Term IV and Term V. Each Department Head who has a course in the board shall appoint a lecturer responsible for the written exam. In oral exams, the exam jury is composed of at least two faculty members.

(5) Students are required to take the exams on the day, time and place announced by the Dean's Office, and to have their student identity and other required documents with them. Otherwise, they shall not be admitted to the exam.

(6) If deemed necessary, exams may be held on Saturdays and Sundays, excluding public holidays, by the decision of the Faculty Administrative Committee.

(7) If the students who do not meet the eligibility criteria for the exam take the exam, their grades shall be considered invalid even if such grades have been declared.

#### **Course board exams and grade on the course board exams**

**ARTICLE 19** – (1) The course board exam is a theoretical and, when necessary, a practical exam at the end of each course board in Term I, Term II and Term III.

(2) There is a threshold for board exams in Term I, Term II and Term III. A student who fails to provide a correct answer to the half of the questions in each Department shall be given a minus point equal to the number of questions that are below 50%. The minus points shall be added together and deducted from the student's total score.

(3) No threshold shall apply to the questions of the Department with 5 or less questions in board exams in Term I, Term II and Term III.

(4) The grade from the course board exam is called the course board grade.

(5) The student has to take all of the theoretical, practical and/or practice exams within the relevant course board.

(6) Examinations of each course within the vertical board shall be held separately. The contribution of the courses to the board shall be declared by the Dean's Office at the beginning of the academic year. Exams may be conducted in theoretical exam, practice exam, assignment or project presentation.

#### **Final exam and final exam grade**

**ARTICLE 20** – (1) It is an exam consisting of theoretical and, if necessary, practice exam, which is held at the end of each term, on the dates specified in the academic calendar of the Medical Faculty, and covers the content of all course boards in Term I, Term II and Term III.

(2) Students who score less than 50 out of 100 in this exam are considered unsuccessful.

(3) The grade from the final exam is called the final exam grade.

(4) No make-up exams shall be held for the final exam.

(5) The final exam is not subject to 50% threshold system that is used in the board exams.

(6) Students whose course board grade point average is 85 and above in Term I, Term II and Term III are not required to take the final exam, if they wish, by submitting a petition to the Dean's Office five working days before the final exam. In this case, the grade point average of the course board shall be entered as the final grade.

#### **Repeat exam and repeat exam grade**

**ARTICLE 21** – (1) The repeat exam is an exam that is held on the dates specified in the Medical Faculty's academic calendar after the end of the final exam and consists of theoretical and, if necessary, practice exam, covering the content of all course boards.

(2) Students who are qualified to take the final exam but do not, fail the final exam, or have a passing grade of less than 60 may take this exam.

(3) The grade shall be considered the final exam grade.



- (4) Students who score less than 50 out of 100 in this exam shall be considered failed.
- (5) No make-up exam shall be held for the repeat exam. Students who do not attend this exam shall be deemed to have exercised their right to exam.
- (6) The repeat exam is not subject to a 50% threshold as with the board exams.

#### **Pass grade for the term and passing term**

**ARTICLE 22** – (1) The pass grade for the term is the success grade at the end of the academic year.

(2) 60% of the cumulative grade point average of the course boards and 40% of the final exam or repeat exam grades shall constitute the pass grade for the term. The pass grade for the term is 60 out of 100. The calculated pass grade of 59.5 and above shall be completed to 60. Students who score less than 50 out of 100 in the repeat exam and students who fail the final exam but do not take the repeat exam shall be considered failed and the pass grade for the term shall not be calculated.

(3) As stated in paragraph (6) of Article 20, the cumulative grade point average of the course boards of the students who do not take the final exam by submitting a petition to the Dean's Office shall constitute the final grade and pass grade for the term.

#### **Repeating the term**

**ARTICLE 23** – (1) Students with a pass grade below 60 in Term I, Term II and Term III shall be considered failed.

(2) One term in medical education is a prerequisite for the next term. For this reason, a student who fails one term may not move to the next term. The students shall repeat the failed term in Term I, Term II and Term III, the failed CCAB in Term IV and Term V, and the internship stages in Term VI. It is not possible to move to the next term until all CCABs of a term are successfully completed.

#### **Clinical courses and application board exams**

**ARTICLE 24** – (1) At the end of each CCAB, exams may be held in written, practice and oral exams. The Department may combine practical and oral exams if it wishes. The exam success grade shall be calculated as the average of these exams.

(2) The CCAB success grade is 60 out of 100. The success grade of the student who fails to take any stage of the exam shall not be calculated and shall be considered failed.

#### **Clinical course and application board repeat exam, and repeating the clinical courses and application boards**

**ARTICLE 25** – (1) Students who are successful in all exams related to the board may continue education from the optimal CCAB of the next term.

(2) If the student is not successful in the repeat exams taken, they shall repeat the failed CCAB/CCABs.

(3) Students who fail in one or more of the CCABs in Term IV and Term V, if deemed appropriate by the Faculty Administrative Committee, may take the repeat exam to be held in the relevant CCAB at the earliest 10 working days after the end of the last CCAB taken. The grade from this exam replaces the grade of that CCAB. Students who also fail in this repeat exam may be given the right to repeat this CCAB in parallel with the CCAB calendar within the academic calendar.

(4) Students who fail to pass the CCAB final exam at the end of the CCAB they have repeated shall not be allowed to repeat the CCAB once again. They may take the first CCAB final exam in the academic calendar of the relevant CCAB at that time. This exam replaces the repeat exam.

(5) The students who repeat CCAB must apply to the Dean's Office with a petition in order to take the CCAB repeat exam on a different date from the date of the repeat exam declared in the academic calendar.

#### **Assessment of internship**

**ARTICLE 26 –** (1) The success of the students in the internships shall be assessed by the intern report card.

(2) The contents of the intern report cards shall be arranged by the Departments and approved by the Faculty Board.

#### **Make-up exams**

**ARTICLE 27 –** (1) Make-up exams may be opened for students who are not able to attend the exams as they may be assigned by the Dean's Office, or for a valid excuse approved by the Faculty Administrative Committee.

(2) The students have to document their health-related excuse with a health report. The students shall submit a written application to the Dean's Office with an excuse certificate within three working days following the end of the health report or other excuse. Those whose excuse is deemed appropriate by the Faculty Administrative Committee may be given the right to take an additional examination.

(3) Only one make-up exam shall be held for an exam. A make-up exam shall not be held for a student who fails to attend the make-up exam for any reason. The student who fails to take the make-up exam shall be considered to have exercised the right to make-up exam.

(4) No make-up exams shall be held for final and repeat exams.

(5) Students who are appointed by the Rector or the Dean to represent the country, the University or the Faculty in international and national science, culture, art and sports events and who are unable to attend the final exams for this reason, may take the repeat exam instead of the final exam if it is consistent with the exam schedule. Students who fail this exam shall be entitled to a make-up exam that replaces the repeat exam. For students who are unable to take both the final and repeat exams due to the assignments referred to in this paragraph, two make-up exams shall be opened, one shall replace the final exam and the other shall replace the repeat exam. The dates of these exams shall be determined by the Faculty Administrative Committee and notified to the relevant students.

(6) A make-up exam may be held outside of the format of the replaced exam.

#### **Letter grade equivalents of grades**

**ARTICLE 28 –** (1) In case of common compulsory courses (5i courses) and the Rector's elective courses, letter grade equivalent of grades for such courses shall be as specified in the Lokman Hekim University Regulation on the Associated Degree, Undergraduate Education and Examinations. The following table lists the grades for the assessment of the exams related to other courses:

<b>Scores</b>	<b>Letter Grade</b>	<b>Coefficient</b>
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
Sufficient	S	
Unsufficient	U	

(2) The grade NA (absent) shall be given to students who are not eligible to take the final, CCAB/internship and repeat exams because they fail to fulfill their attendance requirements. The grade NA is treated like the grade FF grade in calculation of grade point average.

(3) The grade S (sufficient) grade shall be given to students who pass non-credit courses.

(4) The grade U (unsufficient) shall be given to students who fail the non-credit courses.

(5) The grades S and U shall not be used to calculate the averages.

### **Right to object the exams**

**ARTICLE 29** – (1) The students shall be entitled to object the exams taken.

(2) Objections to exam questions and answers in Term I, Term II and Term III (if the reason for objection is related to the content of the exam, questions or answers) shall be raised to the Dean's Office in writing based on the latest edition of minimum two internationally accepted books, stating the reason, within 24 hours of the first business day following the exam.

(3) The exam results may only be objected in terms of material errors, until two business days after the declaration of the results. The objection shall be raised to the Dean's Office in writing. Students have to indicate the reason for the objection in this document.

(4) The decisions of the Board of Coordinators shall apply to cancellation of questions and assessment of the exams. Objections to questions, answers or exam results shall be evaluated within three business days by the responsible persons assigned by the Board of Coordinators.

(5) As a result of the evaluation, if the objection to the exam questions is found to be justified, the question may be cancelled. Student grades shall be calculated based on the answers given to the remaining questions, excluding the canceled question from the evaluation.

(6) If the objections to the exam results are found to be justified, the material error shall be corrected and the exam paper/electronic document shall be re-evaluated.

(7) The result of objection shall be notified by the Dean to the students who have raised an objection.

(8) After all objections to the exam and/or exam results are evaluated, the exam result shall be sent to the Dean's Office to be declared.

### **Additional exams and dismissal**

**ARTICLE 30** – (1) The right of the students who fail at the end of the maximum period to take additional exams shall be determined in accordance with Article 44 of the Higher Education Law No. 2547.

(2) Students who take an additional exams shall pay the exam fee determined by the Board of Overseers.

(3) The sustained students who take the exams shall pay the exam fee on the dates specified in the academic calendar, and apply to the Dean's Office with a petition stating the exams they wish to take.

(4) The sustained students who are not qualified to receive a diploma within the additional periods shall be dismissed from the University in accordance with the applicable legislation of Higher Education.

### **Cheating on the exams**

**ARTICLE 31** – (1) Students who cheat or attempt to cheat on the exams shall be considered failed in that exam.

(2) Applicable legislation of Higher Education shall apply to students who cheat on the exams.

## **PART SIX**

### **Graduations Degrees and Diplomas**

**ARTICLE 32** – (1) Provisions regarding the diploma shall be set forth in accordance with the relevant articles of the Lokman Hekim University Guidelines on the Diploma, Diploma Supplement and Other Official Documents.

(2) Those who successfully complete all stages of six-year medical education shall be entitled to receive a Doctor of Medicine diploma.

(3) Those who successfully complete the first two academic years shall be awarded an Associate Degree Diploma of Basic Medical Sciences of Lokman Hekim University upon request.

(4) Those who fail to successfully complete the fourth year of the Medical Faculty shall be awarded a "Bachelor's Degree in Medicine" upon request.

## **PART SEVEN**

### **Miscellaneous and Final Provisions**

#### **Provisions concerning exchange and mobility program**

**ARTICLE 33** – (1) Lokman Hekim University Regulation on the Medical Faculty Education and Examinations and Lokman Hekim University Guidelines on the Exchange Programs shall apply to the adjustment of courses, internship and grades of the students who study in other universities under the exchange and mobility program.

#### **Provisions not contained in this Guidelines**

**ARTICLE 34** – (1) In case of situations for which there are no provisions in this Guidelines, the provisions of the legislation of Higher Education, Lokman Hekim University Regulation on the Medical Faculty Education and Examinations, the Medical Faculty Regulation, the decisions of the Senate and Faculty Board, and other applicable legislation shall apply.

#### **Enforcement**

**ARTICLE 35** – (1) This Guidelines shall enter into force as of the 2021-2022 academic year.

#### **Repealed guidelines**

**ARTICLE 36** – (1) This Guidelines shall replace the guidelines of 17.09.2019. The students who enrolled before enforcement of this guidelines shall also be subject to the provisions of this guidelines.

#### **Execution**

**ARTICLE 37** – (1) This Guidelines shall be executed by the Dean of the Medical Faculty.