

LOKMAN HEKİM UNIVERSITY MEDICAL FACULTY
REGULATION ON THE EDUCATION AND EXAMINATIONS

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) This Regulation sets out the principles and procedures concerning enrollment, education as well as examinations for the students of Lokman Hekim University Medical Faculty.

Scope

ARTICLE 2- (1) This Regulation covers the provisions for enrollment, education as well as examination for the students of Lokman Hekim University Medical Faculty.

Basis

ARTICLE 3- (1) Bu Regulation is based on provisions of Article 14 of 2547 Law on Higher Education dated 4/11/1981

Definitions

ARTICLE 4- (1) (Amended:OG dated 29.09.2021/31613 Article.1) The following terms in this Regulation shall have the following meanings;

a) Academic calendar shall mean the times and dates of activities such as enrollment, class and exams within the related educational year,

b) General Coordinator shall mean the lecturer of Medical Faculty who coordinates the medical education and exams prior to graduation,

c) Advisor shall mean the instructor who provides support to the students in education and similar issues,

ç) Exchange and mobility program shall mean the student exchange programs which are organized by national and international educational institutions,

d) Dean shall mean the Dean of Medical Faculty; Lokman Hekim University

e) Collage course shall mean the structured educational program for Term I, Term II and Term III,

f) Period shall mean each year which consists of at least 32 weeks for the six years educational period,

g) Term Coordinator shall mean the Medical Faculty lecturer who is responsible to provide advisory and ensure that the assessment process is done according to the rules in the medical education curriculum within his/her period,

ğ) Asst. Term Coordinator: shall mean Medical Faculty lecturer/s who assists the period coordinator and assumes his/her duty in his/her absence

h) Faculty shall mean Medical Faculty of Lokman Hekim University,

ı) Faculty Committee shall mean the Medical Faculty Committee of Lokman Hekim University,

i) Faculty Board: shall mean Medical Faculty Board of Lokman Hekim University

j) English medical program shall mean the English version of Medical Faculty educational program,

k) Suspension of student enrollment shall mean the student whose enrollment is not renewed and therefore cannot benefit from student rights due to unpaid tuition fee within the specified time,

l) Clinical Skills Education Coordinator shall mean the Clinical Skills Education Coordinator who is responsible from such courses,

m) Clinical Course and Application Committee (CCAP) shall mean the education provided in different departments for Terms IV and V,

n) Coordinators' Committee shall mean the Committee which consists of general coordinator, period coordinators, optional courses and clinical skills educational coordinators,

o) Board of Overseers shall mean the Board of Overseers of Lokman Hekim University,

ö) ÖSYM: shall mean the Student Selection and Placement Center,

p) Rector shall mean Lokman Hekim University Rector,

r) Optional Courses shall mean the sandwich courses which are selected by the students for half year period in Medical Faculty which are included in Medical Faculty education program or other faculty programs of Lokman Hekim University,

s) Optional Courses Coordinator shall mean the coordinator who is responsible from optional courses,

ş) Senate shall mean the Lokman Hekim University Senate,

t) Turkish medical program shall mean the medical education program which is provided in Turkish,

u) Professional student shall mean the students whom continue their education under provisions of Article 44 of Law No.2547 although they have completed the maximum educational period specified in this Regulation,

ü) University shall mean the Lokman Hekim University,

v) Educational Department Head shall mean Lokman Hekim University Educational Department head,

y) Inter-university Committee shall mean the committee which coordinates the education, scientific research and publication activities in line with higher educational planning,

z) YÖK shall mean the Council of Higher Education.

PART TWO

Definition of Program Quota, Student Admission and Enrollment program

ARTICLE 5- (Amended: OG: 29.09.2021/31613 article 2)

(1) There are two versions of medical education in the Medical Faculty being the Turkish and English languages.

(2) Excluding the academic preparatory class, as a result of six years of Turkish medical program and English medical program implemented by the faculty in line with the basic principles specified by YOK and Inter-university Committee, the students are graduated as medical practitioners.

Program quota

ARTICLE 6- (1) (Amended OG dated 29.09.2021/31613 article 3) The number of students to receive Medical Faculty programs are identified by Senate and approved by Board of Overseers and finalized by YOK.

Student admission and enrollment

ARTICLE 7- (1) The students whom are selected and placed to Medical Faculty by ÖSYM; approved students according to admission criteria for foreign students; approved students for undergraduate transfers and those who are accepted under private student and student exchange and mobilization programs are enrolled. All the other admission and enrolment processes excluding ÖSYM placement is conducted according to the rules and procedures specified by Senate.

(2) Candidates who gain enrollment right to Medical Faculty are identified by YÖK, ÖSYM and Rector and ensure their final enrollment to be done personally or through a notarized proxy within the specified time declared by these parties along with the required documentation.

(3) The Senate identifies the eligibility criteria for admissions of foreign students or those who apply from abroad. Students who are found insufficient for Turkish language level are not accepted although they meet the necessary requirements.

(4) No enrollment is possible for students who are disqualified from another university due to disciplinary action or provide falsified document or those who fail to complete the required documentation within the specified time or otherwise is cancelled. Required documents must be original or approved by the university. Military service or police record of the candidate is based upon the candidate's statement. Candidates with insufficient document is denied. Candidates who fail to ensure enrollment within the specified time shall lose their right and may not stake out a claim.

(5) All the works and processes concerning the education of students who are found eligible for Medical Faculty are conducted by University Student Coordinator within the period specified in the academic calendar which is effectuated each year following the Senate's approval.

Internal transfers

ARTICLE 8- (1) (Amended OG. dated 29.09.2021/31613 article 4) Rules and principles concerning admission of students by means of internal transfers from other local or international universities are identified and decided by the Faculty Committee by obtaining opinion from Coordinators' Committee in line with the legislation provided by YÖK and effectuated with Senate's approval.

(2) Internal transfers may only be made within the dates specified in academic calendar at the beginning of the period due to the implementation of education based on course period.

Student exchange and mobility programs

ARTICLE 9- (1) Student exchange and mobility programs may be provided under the program or agreements entered between the university and higher education institutions abroad. Provided that the rules and contents of the relevant programs respected, students may be sent abroad or accepted for education under such agreements. Exchange and mobility programs are implemented according to bilateral agreements and rules specified by the Council of Higher Education (YOK).

(2) The students may be sent to any higher education institutions; all the official or legal entities, private research centers or businesses under bilateral agreements entered by the Faculty excluding from the student exchange and mobility programs for internship provided that approval of Faculty Board is obtained.

(3) Contribution rates under the student exchange and mobility programs are identified according to the bilateral agreements.

(4) Other rules concerning the student exchange and mobility programs and internships is implemented upon the Faculty Board decision in line with provisions of the Lokman Hekim University guidelines.

PART THREE

Education Rules

Tuition fees

ARTICLE 10- (1) Education in Medical Faculty is provided against tuition fees. Fees and payment modes are determined and declared by Board of Overseers for existing students and the new beginners each year. The students are responsible to pay tuition fees within the specified time in academic calendar.

Registration and renewals shall not made in case students fail to pay the tuition fees within the specified time. These students may not benefit from student rights at any time.

(2) Student residence, food, transportation and similar additional services to be provided by the university are not included to the tuition fee and such fees are separately determined by the Board of Overseers.

(3) In case any student is suspended from the university due to a disciplinary action under the relevant regulation provisions, such suspension period shall be included to the education period. Tuition fee to be paid by these students shall be determined by the Board of Overseers according to the duration of suspension.

(4) Board of Overseers shall determine for the tuition fee covering the leave period/s of the student.

Advisor

ARTICLE 11- (1) (Amended: OG 29.09.2021/31613 Article 5) An advisor is designated from among the lecturers of the faculty for each year to assist the student in educational, tuition or similar issues.

Other requirements for education

ARTICLE 12- (1) (As amended: O.G. 29.09.2021/31613 Article 6) The period of education, educational language, means of education, courses, course rules, CCAP internship performance and other courses, classes, curriculum, class exemption as well as exams and other issues concerning Medical Faculty is provided in Lokman Hekim University guidelines.

PART FOUR

Principles for Graduation and Diploma

Extension

ARTICLE 13- (1) (Amended: O.G. 29.09.2021/31613 article 7) Excluding preparatory class, the normal education period which is determined according to the Faculty's academic calendar for Medical Faculty is provided as periods and the education duration is six years. Excluding the times spent in preparatory class, students are required to complete the medical programs in maximum nine years.

(2) According to the provisions of Article 44 and Article 46 of Code no 2547 and the rules provided by YÖK and Senate rules shall apply concerning enrollment and continuance rights for students who fail or seeming to fail to complete their education within this period.

Leaves

ARTICLE 14- (1) Leave is provided according to the relevant Articles of Lokman Hekim University Regulation on associate degree program, undergraduate program and Examination regulation which is published in Official Gazette dated 2/12/2018 no. 30613.

Disenrollment

ARTICLE 15- (1) Disenrollment is made according to the provisions of the relevant Regulation of Lokman Hekim University on associate degree program, undergraduate program and Examination regulation.

Dismissal

ARTICLE 16- (1) Dismissal is applied according to the provisions of the relevant Regulation of Lokman Hekim on associate degree program, undergraduate program and Examination regulation and article 12 of Lokman Hekim University guidelines.

Associate degree and medical doctor diploma

ARTICLE 17- (1) The following diplomas and attachments are granted in Medical Faculty:

a) Basic Medical Sciences Associate Degree Diploma and its Attachments: is granted for students who complete Term I and Term II education latest in four years and those who leave the university before they complete six years of medical education for any reason according to the relevant provisions of regulation and upon the Board decision.

b) Medical Doctor Diploma and its Attachment: are granted to students who successfully complete the educational period covering six years. Such diploma becomes valid after the student fulfills his/her liabilities under the Code no 1219 dated 11/4/1928 on The Mode of Execution of Medicine and Medical Sciences and relevant legislation and upon approval of Health Ministry.

Certificate of Honor/high Honor

ARTICLE 18- (Amended: O.G. dated 29.09.2021/31613 Article 8)

(1) Students with 3.00-3.49 over 4.00 pass grade for the period are deemed to receive honor certificate and students with 3.5 and over pass grade are deemed to receive high honor certificate.

(2) The list of these students are announced at each end of the period by Department for Education and Training.

(3) Certificate of achievement which is issued by the University Education and Training Department is forwarded to the Dean to be granted to the students and the achievement grade is specified in the diploma and its attachments.

(4) Students who are imposed disciplinary action other than warning during their term in the university shall be excluded from this scope.

Graduation degree

ARTICLE 19- (1) The graduation degree of the graduates are calculated over the grade-point average. Success rating of the graduates is defined by considering the period continuity and directly passing the grade level without failing a course. Common and compulsory courses as well as elective courses are not considered in the calculation of the grade-point average.

PART FIVE

Miscellaneous and final provisions

Discipline

ARTICLE 20- (1) Disciplinary actions concerning the students are applied under the provisions of Higher Education Institutions Student Disciplinary Regulation published by Official Gazette no 28388 dated 18/8/2012 and according to the rules stipulated by the University.

Notification and Address

ARTICLE 21- (Amended: O.G. dated 29.09.2021/31613 article.9)

(1) All notifications shall be deemed to be made when they are served with registered mail to the address of the student to be informed by him/her during enrollment process. In case any student requests so in written, the notifications can be made to an e-mail address provided by the student. Electronic notifications shall be deemed to be made at the end of fifth day as of the e-mail transmission date. Therefore the student is responsible to keep his/her e-mail address active and notify any e-mail changes to the Department of Education and Training; otherwise notifications to the available e-mail address shall be deemed valid.

(2) Students are responsible to notify any changes in their mailing address which is provided by them during enrollment process. Such notification shall be made in written to the Department of Education and Training. Any notification to the available incorrect or insufficient addresses shall be deemed to be valid unless corrected by the student.

Situations for which there are no provisions

ARTICLE 22- (1) The relevant provisions of the legislation and YOK decisions are applied for situations not covered with provisions in this Regulation.

Enforcement

ARTICLE 23- (1) This regulation shall enter into force on the date of its publication.

Execution

ARTICLE 24- (1) Provisions of this regulation shall be executed by the University Rector.

Date and number of Official Gazette for this Regulation		
Date		Number
20/05/2019		30779
Date and number of Official Gazette for the relevant Regulations		
Date		Number
1-	29/09/2021	31613