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REGULATION

From Niğde Ömer Halisdemir University:

NIGDE OMER HALISDEMIR UNIVERSITY
FACULTY OF MEDICINE
EDUCATION-TRAINING AND EXAM REGULATIONS
FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Regulation is to regulate the procedures and principles regarding the registration, education and examinations carried out in Ömer Halisdemir University Faculty of Medicine.

Scope

ARTICLE 2 - (1) This Regulation covers the provisions regarding student admission, regulation of education and training programs, examinations, diploma and leaving procedures in Ömer Halisdemir University Faculty of Medicine.

Basis

ARTICLE 3 - (1) This Regulation has been prepared on the basis of articles 14 and 44 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4 - (1) In this Regulation;

- a) Academic advisor: The lecturer assigned by the Dean's Office to guide the student's education and training studies and the student's life at the University during the period between the student's entrance to the University,
- b) Chief Coordinator: The lecturer responsible for organizing the annual training and examination programs prepared by the term coordinators,
- c) Integrated Clinical Assessment (BKD): The score given to the student during the internship by the faculty member on clinical / operating room / laboratory studies, case and seminar presentations, team and patient relatives,
- d) Dean: Ömer Halisdemir University Faculty of Medicine Dean,
- e) Dean's Office: The Dean's Office of Ömer Halisdemir University Faculty of Medicine,

- f) Course Board: In the first, second and third semesters in the Faculty; the theoretical teaching and practical applications given to the student in an order that integrates all medical fields in connection with each other of an organ, system or subject,
- g) Course Board Coordinator: The lecturer assigned by the Dean responsible for the coordination of the courses, practices and exams to be given in each Course Board in the Faculty,
- h) Term: Each academic year of the six-year education period in the Faculty,
- i) Term Coordinator: The lecturer assigned by the Dean responsible for the coordination of the courses, practices and exams to be given in each semester at the Faculty,
- j) Education-Training Quality Commission: The commission charged with regulating and improving the education and training activities of the Faculty,
- k) Faculty: Ömer Halisdemir University Faculty of Medicine,
- l) Faculty Board: Ömer Halisdemir University Faculty of Medicine Faculty Board,
- m) Credit (ECTS): European Credit Transfer System,
- n) Student: The student who is entitled to study and registered at the Faculty of Medicine of Ömer Halisdemir University,
- o) Rector: Ömer Halisdemir University Rector,
- p) Rectorate: Rectorate of Ömer Halisdemir University,
- q) Elective Course Board: The Course Board in the education program of Ömer Halisdemir University Faculty of Medicine, which is selected by the students in consideration of their interests and has to be successful,
- r) Elective Internship: The internship taken by fifth and sixth term students from among the departments determined by the Dean's Office,
- s) Senate: Ömer Halisdemir University Senate,
- t) Internship: Theoretical lectures, seminars and applied training given by the departments of the faculty studies,
- u) Applied Course: Laboratory work, discussion, seminar, field, clinic and similar studies,
- v) University: Ömer Halisdemir University,
- w) University Administrative Board: Ömer Halisdemir University Administrative Board.

SECOND PART

University Registration, Registration Renewal and Transfer

University Registration

ARTICLE 5 - (1) The candidate who gains the right to be a student at the faculty makes the final registration with the required documents within the period determined and announced by the Rectorate. Candidates who fail to register within the specified time will lose their right.

(2) The originals of the documents required for registration or their university-certified copy are accepted. Regarding the military status and criminal record, the procedure is carried out on the basis of the candidate's statement.

(3) Students who have made their final enrollment must complete their procedures by taking the courses in the education plan of the unit they are newly enrolled in within the period specified in the academic calendar.

Registration renewal

ARTICLE 6 - (1) Students must renew their course registration by depositing their tuition fee between the dates specified in the academic calendar in order for studentship rights to continue, to continue their education, to continue their education and to take exams.

(2) The student who does not renew his / her registration within the period loses the right to attend that semester and renews his / her registration at the beginning of the following semester. The time lost in this way is counted in the education period.

(3) The student is responsible for all registration renewal processes.

(4) Students who do not pay their tuition fee cannot attend lectures, laboratories and internships in the relevant semester. Family practice cannot participate in period studies and cannot take exams.

Undergraduate Transfer

ARTICLE 7 - (1) The principles regarding undergraduate transfer are as follows:

- a) In undergraduate transfers to be made from medical faculties that provide education equivalent to the faculty, the Principles Regarding Transfer Between Programs at Associate Degree and Undergraduate Degree in Higher Education Institutions, Double Major, Minor and Credit Transfer Between Institutions, published in the Official Gazette dated 24/4/2010 and numbered 27561 The provisions of the regulation are applied. The adaptation of these students to the education program of the Faculty is made by the Faculty Management Board.
- b) The education period of the student admitted to the Faculty through transfer, the time spent in the previous higher education institution and is subject to a maximum period of nine years.
- c) Transfer applications are accepted only at the beginning of the semester, as education is made on a yearly basis at the Faculty.

Course exemptions

ARTICLE 8 - (1) The principles regarding course exemptions are as follows:

a) Exemption exams are opened for the courses determined by the Senate and are conducted within the framework of the principles determined by the Senate. Students can take these exams at the beginning of the semester they will take the courses for the first time. The student can benefit from this right once for each lesson. In order to be successful in the exemption exams, it is necessary to get at least 70 points out of 100. The grades received from the exemption exams are shown with EX and are not included in the academic average.

b) Students who have registered to the university may apply to the Dean's Office with a request to be exempted for one time only for the courses they have taken and passed from higher education institutions in the first two weeks of their first enrollment. The grades taken from the courses whose exemption is approved by the Faculty Board of Directors, are converted into grades specified in Article 22 and shown in the transcript.

c) The exemption success evaluation for the students coming through transfer is made according to the success evaluation of the higher education institution they came from.

THIRD PART

Principles Regarding Education

ARTICLE 9 - (1) The language of instruction in the Faculty is Turkish. Starting date of education

ARTICLE 10 - (1) The academic calendar at the Faculty is put into effect upon the proposal of the Faculty Board and the approval of the Senate. An academic academic year consists of at least thirty-two weeks in total. General and make-up exams are out of this period.

(2) Except for semester 6, at least one week of semester break is given in each semester.

Training time and credit value

ARTICLE 11 - (1) Faculty education period consists of 6 semesters, each of which covers a course year, and each semester is 360 credits, 60 credits. Of them;

a) Basic medical sciences associate degree period; the first and second periods,

b) Clinical sciences license period; the third, fourth and fifth periods,

c) Family practice (pre-physician) period; It covers the sixth period.

(2) The maximum duration of the six-year medical education program is nine years.

(3) These periods of the students who receive suspension are included in the education period.

Continuation of classes

ARTICLE 12 - (1) Attendance is compulsory at the Faculty and the principles regarding this are as follows:

a) Attendance to theoretical and practical courses and internships is mandatory. Internships are evaluated as full days.

b) A student who does not attend more than 30% of the theoretical courses in the Course Committee in Semester 1, Semester 2 and Semester 3 without an excuse, will not be taken into the exam of the Course Board or boards and it will be evaluated as having zero in the Course Committee exam. Students who exceed the absenteeism limit due to an excuse accepted by the Faculty Board of Directors in a Course Committee are taken to a make-up exam from that Course Board at the end of the semester.

c) Students whose total absenteeism exceeds 30% in all theoretical courses in Semester 1, Semester 2 and Semester 3 are not taken into the final exam and receive an FF grade.

d) In applied courses and internships, if the student's absenteeism has not exceeded 20%, the student can take the practical exam or internship exam of the Course Board, provided that the student does make-up work for the period of absence. Make-up work is done on the specified day and time within the possibilities of the relevant department. Whether or not they have a valid excuse, those whose absenteeism period exceeds 20% in the applied courses of the Course

Board or for the internship of each department are not taken to the exam of that Course Board or the internship exam and they get an FF grade.

e) Within a semester, the limit of absence due to an excuse accepted by the Faculty Administrative Board. Students who have exceeded them receive an FH grade for that semester.

Justified and valid excuses

ARTICLE 13 - (1) Justified and valid excuses are as follows:

a) The student's health-related excuse documented by the report issued by the University / public / private health institutions,

b) Suspension of education with the decision of the Council of Higher Education,

c) Provided that it is documented with a document to be given by the highest local administrative authority, due to natural disasters the student having to interrupt his education,

d) In case of serious illness of first degree blood relatives of the student, no one else to look after howls to certify that he has to take a break from his education and be accepted by the Faculty Board of Directors,

e) Proving with official documents that the student has to suspend his education for economic reasons,

f) Convictions or imprisonment that do not abolish the title of student or require expulsion,

g) The student loses his right to postpone or is enlisted by lifting his postponement, regardless of the title,

h) The student has to pause his education for a while due to the emergence of scholarships, internships, research and similar opportunities outside the university that will contribute to his education,

i) University or to represent Turkey in international sports events, intercollegiate sports representing the Faculty or the University in scientific meetings,

j) Other excuses accepted by the Faculty Administrative Board and approved by the University Administrative Board

Actions regarding excuse

ARTICLE 14 - (1) In the presence of justifiable and valid reasons, the Faculty Administrative Board decides on the excuse of the student. Justified and valid reasons for the acceptance of the excuse must be reported to the Dean's Office within one week after the end of the excuse, together with the evidentiary documents. Applications not made on time are not accepted. The rights that students whose excuses are accepted can benefit from with the decision of the Faculty Board of Directors are to take the excuse exam and suspend registration.

(2) Registration may be suspended for half of the normal education period, not exceeding one year at a time, provided that the application is made within the registration renewal period. This right can be used within the normal education period and the registration suspending period is not included in the maximum education period. At the end of the registration suspending period, the student continues his education by taking the necessary procedures. Students cannot take

the exam while they are excused. The exam of the student who takes the exam within the excused time is considered invalid.

Regulation of education and training

ARTICLE 15 - (1) Education in the Faculty is organized by the Education and Quality Commission and coordinators appointed by the Dean's Office. The organs and duties related to the execution of education are as follows:

a) Education and Quality Commission: Commission, Chief Coordinator, Basic Medical Sciences, Internal Medical Sciences and Heads of Surgical Medical Sciences Departments consist of term coordinators and student representatives. The Commission is chaired by the Chief Coordinator. The term of office of the commission is three years. The commission determines the working and meeting order itself. In cases, it meets extraordinarily upon the call of the president. The commission takes its decisions by majority vote. In case of equality, the decision of the president is accepted. The Dean will appoint a new member instead of the member who does not attend two meetings without an excuse. The commission evaluates the curriculum proposals from the departments with the lecturers assigned to the courses and submits the created curriculum proposal to the Faculty Board in order to create the curriculum for the next year; the purpose of medical education. It prepares reports and suggestions by exchanging ideas about its goals, planning, implementation and development. It evaluates the feedback received from faculty members and students and presents its opinions to the Faculty Board. It ensures that education is carried out regularly, in harmony with each other, based on the principles and academic calendar determined by the Faculty Board and provides information to the Faculty Board on this matter. It informs the Dean's Office about students who are dismissed from education due to absenteeism or other reasons.

b) Term Coordinator: He is the faculty member who is responsible for the integrity and regular execution of the curriculum of the term he is responsible for, the coordination of the exams and the entry of the exam results into the student automation system, recommended by the chairman of the Education-Training and Quality Committee and appointed by the Dean for each term.

c) Course Board: It is a group of courses that complement each other with a holistic approach from cell to systems, based on the integrity of the courses in the first three terms of the faculty.

d) Responsible for the Course Board: The lecturer assigned by the Dean, who works under the term coordinator and recommended by the coordinator of the relevant period in order to ensure the integrity of the curriculum of the relevant Course Board and the regular execution of the exams.

e) Internship: Within the scope of the curriculum, in Term 4, Term 5 and Term 6 by the relevant departments, these are theoretical and practical courses conducted in clinical learning environments where students develop their knowledge and skills in terms of health conditions, clinical conditions, and the management of patients and their relatives.

f) Internship Supervisor: A faculty member affiliated with the Term Coordinator, who is responsible for ensuring the integrity of the education program of the relevant internship and the regular execution of the exams and entering the internship exam results into the student automation system. Upon the recommendation of the head of the department of the relevant internship, he is assigned by the Dean.

CHAPTER FOUR

Exams, Success and Assessment Principles

Exams

ARTICLE 16 - (1) The exams to be held for the measurement and evaluation of education at the Faculty are as follows:

a) In the semesters with Course Board application; Course Board exam, make-up exam, final final exam, end-of-year general make-up exam.

b) Internship exam and internship make-up exam in the fourth, fifth and sixth terms.

(2) Exams; classical, test method and mixed written, oral, applied or a combination of these methods.

(3) Mixed written exams are test-weighted exams. Multiple choice, taking into account the characteristics of the courses

It is done by including questions such as filling, definition, sentence completion.

(4) Exams can be held on Saturdays and Sundays, except for national and religious holidays.

(5) All exam dates in the first, second and third semesters re announced with the course schedule approved by the Faculty Executive Board.

(6) The date of the exam, which is postponed or should be put forward for any reason, is announced by the Dean's Office.

(7) Make-up exam: A make-up exam is held for students who have received an FH grade because they cannot enter the Course Board exam due to their excuses or whose excuses are accepted by the Faculty Board of Directors. Semester 1, Term 2 and Term 3 students are taken to the make-up exam of the course / course boards. In the internships in Semester 4 and Semester 5, students are taken to make-up exam if they complete the period of non-attendance at the time determined by the department. There is no second make-up exam for students who do not take the make-up exam. There is no make-up exam for internship, general and make-up exams.

Passing the term

ARTICLE 17 - (1) The principle of passing a semester at the Faculty is applied. The achievement of each year of academic education at the medical level is a prerequisite for the next year. For this reason, all courses and applications of a semester, except for common and compulsory courses, which are not found to be prerequisites, cannot be passed to a higher semester unless their internships are accomplished.

Term 1, Term 2 and Term 3 exams and their evaluation

ARTICLE 18 - (1) Provisions regarding the courses and exams taught in Term 1, Term 2 and Term 3 are as follows is such that:

a) Course Committee exam: It is the exam held at the end of each Course Committee. The grade received in the Course Board exam is called the Course Board grade. Exam results are announced within seven days at the latest.

(2) Course Board exam questions have a weight of questions and grades in proportion to the total number of hours of the courses in the board. In a Course Board theoretical exam, a threshold is applied to the total number of these questions for each course with 10 or more questions and for courses below. The least limit is 50%. In case a grade below 50% is obtained from one or more of the courses constituting the board in the theoretical exam of the Course Board; The difference between the score obtained from that course and 50% of the score in the Course Board exam of the related course is deducted from the total score of the theoretical exam and the exam grade of the student for that course is determined. If there is no practice / skill exam in the Course Committee, the theoretical exam grade of the Course Committee is the exam grade of the Course Committee. If practical exams such as oral exam, practical exam, and vocational skill practices exam are held in the Course Committee, the total of 85% of the theoretical exam grade of the Course Committee and 15% of the Course Committee practical exam grade is the exam grade of the Course Board.

(3) The average grade of the course boards is the grade obtained by dividing the sum of the points obtained by multiplying the course hours of the Course Board with each Course Board exam grade in a semester by the total course hours in the total course boards in the relevant term.

(4) General and make-up exam questions have a weight of questions and grades in proportion to the total hours of the courses in the term. Final grade is calculated according to the principles stated in the fifth paragraph.

(5) Final grade is the grade obtained by adding 50% of the average grade of the course / course boards and 50% of the grade obtained in the general examination. In calculating the final grade of the students who make the resit exam, the grade obtained from the resit exam is taken as basis instead of the grade obtained from the general exam. In order for the student to move to the next term, he / she must get at least fifty from the final exam and his / her final grade must be at least sixty out of 100 points. Students in Semester 1, Semester 2 and Term 3 with an average grade of eighty and above on the course board, on the condition that they take at least sixty points out of 100 points separately from each of these exams by participating in the exams of all course boards, are considered successful without taking the final exam. In this case, the average grade of the course boards of the students is considered as the final grade. From these students

Those who want to take the general exam are taken to the general exam if they apply with a written petition at least fifteen days before the general exam. The last exam taken is taken as basis in calculating the final grade.

(6) A student who fails to get the passing grade, but does not take the general exam, is considered unsuccessful that year and is deemed to have remained.

Term 4 and Term 5 exams and their evaluation

ARTICLE 19 - (1) Internship grade is calculated using the scores obtained from clinical evaluations integrated with the final exam score.

(2) In order to be successful in the final exam, all of the following conditions must be met:

a) Having obtained at least sixty points out of one hundred from the theoretical written exam.

b) Having obtained at least sixty points out of one hundred from the practical / oral / practical exam at the end of the internship.

(3) When all the conditions in the second paragraph are met separately, 60% of the score obtained from the practical / oral / practical exam at the end of the internship, 25% of the theoretical exam score, 10% of the BKD and if the prep training internship is applied, % of the score obtained here The internship grade is calculated by summing 5 of them. If the medical preparation internship is not applied, the contribution of BKD is accepted as 15% and the internship grade is calculated.

(4) Internship grades are notified to the Term Coordinator by the head of the relevant department and the results are entered into the automation system by the Term Coordinator.

Internship make-up exam and repetition of internships

ARTICLE 20 - (1) Students who fail the internship exams in Semester 4 and Semester 5 take the make-up exam for these internships. Students who fail the make-up exam or exams repeat this internship or internship in the next semester, within the maximum time. There is an obligation to continue in these repetitions.

(2) In Semester 4 and Semester 5, a higher semester cannot be passed until all internships included in the education plan of that period are successfully completed. However, the student who successfully completes the internship repetition in the following academic year can start the internship for the ongoing semester. Students who fail the internship repeat exam and therefore fail to make a resit exam can use the next internship exam of the relevant course as a make-up exam, without waiting for the final make-up exam. If they are successful, they can start the internship of the current term.

Educational principles of family practice period

ARTICLE 21 - (1) The purpose of family medicine education in the sixth year of medical education; To gain experience and skills in the application of the art of medicine by making the clinical applications of the knowledge acquired by the student in the previous periods and to bring the physician candidate to the level where he can best practice the art of medicine.

(2) The principles regarding the education of the family practice period are as follows:

a) During this period, the student works in clinics, polyclinics, operating rooms, laboratories and field studies under the control of a faculty member and lecturer.

b) Family practice students are obliged to comply with the conditions of the departments and sciences they are educated, to be on guard, to participate in surgery, laboratory work, case presentation, conferences, seminars and other scientific activities.

c) The success of the student in this period, at the end of the study done in each department; Besides medical and skill; The relationship with the patient and patient relatives, the degree of commitment to duty, professional knowledge, cooperation ability, interest in work, attendance, participation and interest in meetings are evaluated on the grades in Article 22.

- d) Family medicine period is a period of fifty two weeks without interruption. This term is held in periods and periods to be determined by the decision of the Faculty Board.
- e) Family medicine period is carried out in the departments of the Faculty. Elective internship can also be done in medical faculties providing education in Turkey or abroad, with the approval of the Faculty Board of Directors. The Faculty Board of Directors decides the equivalence of internships outside the institution. Elective internship study is not applied in clinical branches that are mandatory during the family medicine period. Elective internship fields are determined by the Faculty Board every year. Students must notify their elective internship preferences to the Dean's Office at least two weeks before the beginning of the academic year. Family medicine students of domestic medical faculties can do one or more of their internships in the Faculty with the permission of their faculties and the decision of the Faculty Board of Directors.

e) In order to be successful in the family medicine period, they must have worked and completed the period of internships specified by the Faculty Board in this period, and must successfully complete their incomplete work due to compulsory circumstances. If they fail, the students repeat these slices for the full time. Students who fail in elective internships continue the new internship for a full time if they want to change the internships they failed.

Success grade

ARTICLE 22 - (1) The absolute evaluation system is used in calculating the success grade and the exams are 100 points evaluated over. Course grades and coefficients are as follows:

Success Grade	Coefficient	Score
AA	4,0	90-100
BA	3,5	80-89
BB	3,0	70-79
CB	2,5	65-69
CC	2.0	60-64
FF	0.0	<60

(2) The explanation of some of the grades is as follows:

- a) EX: Successful in the exemption exam administered by the university.
- b) NA: Failure because the condition of attendance and / or application to the Course / Course Committee and internships is not met, it is treated as an FF grade and is included in the weighted grade point average.
- c) FH: Excused absenteeism It is the grade given to students who have exceeded the absenteeism limit due to an excuse accepted by the Faculty Administrative Board in the Course Board in Semesters 1, 2 and 3. The student takes a make-up exam in that Course Board.

d) A student who gets AA, BA, BB, CB, CC and EX grades from a course is considered successful.

(3) NA grade is given to students who do not attend course / course boards and internships. These students are not taken to the relevant course / course boards and internship exams.

Objection to exam results

ARTICLE 23 - (1) Within seven days from the date of the announcement of the exam results, students can object to the exam results by applying to the Dean's Office in writing. Material error is detected as a result of the examination by the commission consisting of the Chief Coordinator, Term Coordinator and Course Committee / Internship Officer upon objection.

If necessary, it is reported to the Dean's Office for the necessary correction. After the end of the seven-day period, grade changes that will be requested either by the student's objection or by the instructor responsible for the course are not put into action. Time

The grade change requests made within the department are finalized by the Faculty Administrative Board and sent to the Student Affairs Office of the University within fifteen days at the latest from the deadline for the change.

(2) Students can object to the theoretical exam questions to the Dean's Office in writing within the first two days following the exam, along with the scientific data in the current medical books they have submitted as an attachment.

(3) Objections to the exams of common compulsory courses whose exams are centrally held by the Rectorate, is examined and finalized by the University's Central Examination Unit.

FIFTH SECTION

Diplomas

ARTICLE 24 - (1) The following diplomas are awarded in the Faculty:

a) Associate Degree in Basic Medical Sciences: For those who have successfully completed the first two semesters of the six-semester education period prescribed for medical doctor, upon request of those who are dismissed from the University, Basic Medical Sciences Associate Degree

Diploma is issued. If those who receive this diploma with the specified conditions return to the same program by any means, they have to return the diploma they received to the University during registration. Otherwise, they are not registered.

b) Graduate Diploma in Clinical Sciences: Those who have successfully completed the first five semesters of the six-semester education-training period foreseen for medical doctor, who are dismissed from the University, are awarded a Clinical Sciences Postgraduate Diploma upon request. Those who receive this diploma with the specified conditions are obliged to return the diploma received during registration to the University if they return to the same program by any means. Otherwise, they are not registered.

c) Medical Doctor Diploma: A Medical Doctor Diploma is awarded to students who successfully complete the six-semester education period prescribed for medical doctor.

SIXTH SECTION

Miscellaneous and Final Provisions

Cases where there is no provision in the regulation

ARTICLE 25 - (1) In cases where there is no provision in this Regulation; other relevant legislation provisions and Senate decisions are applied.

Force

ARTICLE 26 - (1) This Regulation enters into force on the date of its publication.

Executive

ARTICLE 27 - (1) The provisions of this Regulation are executed by the Rector of Ömer Halisdemir University.

Academic Counseling Directive

NIGDE OMER HALISDEMIR UNIVERSITY

FACULTY OF MEDICINE

ACADEMIC CONSULTANCY DIRECTIVE

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

Article 1

The purpose of this directive; to seek solutions to the social, cultural, health, scholarship and education-related problems of students who continue their education at Niğde Ömer Halisdemir University Faculty of Medicine, to develop solidarity and cooperation between students and between students and faculty members, is to try to make it easier.

Scope

Article 2

This directive regulates the basic features and application principles of the consultancy system. This directive is applied to Niğde Ömer Halisdemir University Faculty of Medicine 1-6. It includes term students and faculty members.

Basis

Article 3

This directive has been prepared on the basis of Article 22 paragraph c and Article 47 of the Higher Education Law numbered 2547 and Article 4 paragraph a of the Niğde Ömer Halisdemir University Faculty of Medicine Education and Examination Regulation.

Definitions

Article 4

In this directive;

University: Niğde Ömer Halisdemir University, Faculty: Niğde Ömer Halisdemir University Faculty of Medicine,

Dean's Office: Niğde Ömer Halisdemir University Faculty of Medicine Dean

Academic Advisory Board: Niğde Ömer Halisdemir University Faculty of Medicine Academic Advisory Board

Student: Niğde Ömer Halisdemir University Faculty of Medicine 1–6. Term students,

Advisor: Indicates the faculty members of Niğde Ömer Halisdemir University Faculty of Medicine.

SECOND PART

Academic Advisory Board, Academic Advisor, Student Duties and Responsibilities

Article 5

1. Structuring of the Academic Advisory Board:

The Vice Dean in charge of education consists of a faculty member from each of the Basic Medical Sciences, Internal Medical Sciences and Surgical Medical Sciences departments, a faculty member from the Department of Psychiatry, a faculty member from the Department of Medical Education and a psychologist. If there are no faculty members in the relevant departments, a dean can be appointed from other departments. Members are appointed by the Dean for a period of 3 years.

2. Duties and responsibilities of the Academic Advisory Board:

- a. For each student who has newly enrolled, whose advisor has resigned or whose advisor needs to be changed for a valid reason, to determine a teaching advisor as stated in Article 6 a) of this directive and ensure that it is announced to the parties,
- b. To receive and evaluate student and faculty member feedback on the counseling system at the beginning of each academic year,
- c. At the end of each academic year, to evaluate the reports prepared on the basis of the first evaluation and follow-up evaluation forms from the advisors, and to submit the general and / or special problems about education / students to the dean's office with solution suggestions,
- d) To evaluate notifications from advisory faculty members other than follow-up forms, to share solution suggestions with the advisor and to report to the Dean's Office when necessary.

Academic Advisor

Article 6

1. Consultant Appointment

- a) Within the first month of each academic year, for each new student, or for each student whose advisor leaves the job or whose advisor needs to be replaced for a valid reason, an advisor will be given with the recommendation of the Academic Advisory Board and the approval of the Dean's Office. The student and the advisor are informed in writing. In addition, the names of the advisor faculty members and the students they are advisors are posted on the student notice boards and it is announced on the website of Niğde Ömer Halisdemir University Faculty of Medicine. One of the Student Affairs Office staff is assigned to assist students in communication with their advisors.
- b) Advisors are selected among faculty members of departments.
- c) It is essential that students be distributed to the advisors in equal numbers, with students from each semester.
- d) Faculty members who have administrative duties (Rector, Vice Rector, General Secretary, Deputy Secretary General, Dean, Vice Dean, School Director, Vice Director) are not assigned as advisors during their term of office.

2. The duties and responsibilities of the consultant

- a) To contact the student he / she is a consultant and to make an appointment for the first and next meetings through the Student Affairs Office.
- b) In the first meeting with the student he is a consultant, to enlighten the student on the issues specified in the Niğde Ömer Halisdemir University Faculty of Medicine Education-Training and Exam Regulations, Higher Education Institutions Student Discipline Regulations and other relevant Regulations and Directives and Niğde Ömer Halisdemir University Faculty of Medicine Academic Consultancy Initial Evaluation Form Fill in.
- c) At least once a semester, having regular meetings with the student of whom he is an advisor, individually or collectively within a pre-prepared program, information about the problems of students in education, training and other issues and submitting Niğde Ömer Halisdemir University Faculty of Medicine Academic Consultancy Follow-up Evaluation Form to the Academic Advisory Board.
- d) To guide the student in the subjects he / she needs regarding medical education, transfer.
- e) To establish contact with the relevant boards in order to provide additional support when necessary, while following the social status and school success of the student.
- f) To provide guidance within the scope of career counseling to prepare the student for post-faculty life.
- g) To inform the Student Affairs Office if he / she will resign from his / her job at the faculty for more than three months.

Student responsibilities

Article 7

- a) To request a meeting with the advisor faculty member within 1 month after the appointment of the advisor,
- b) To hold meetings with the advisor faculty member at least once a semester at the time determined by the advisor faculty member,
- c) Filling in Niğde Ömer Halisdemir University Faculty of Medicine Academic Consultancy evaluation form
- d) Notifying the contact information changes to the advisor faculty member and the Student Affairs Office.

THIRD PART

Monitoring and Evaluation of the Consultancy Process

Meeting Time

Article 8

The advisor plans his / her private meeting days and hours within 15 days after he / she is appointed to the counseling service, informs the students the day and time of the meeting, and meets with the students at least once a semester.

Monitoring and Evaluation of the Consultancy Process

Article 9

The monitoring and evaluation of the counseling process is carried out by the Academic Advisory Board and is reported to the Dean's Office as a report at the end of each Academic Year.

In this process;

- a) The departments related to the Student Counseling System in the questionnaires answered by the advisors and students,
- b) Initial evaluation and follow-up forms filled out by the advisor faculty member,
- c) Apart from the initial evaluation and follow-up forms from the advisors, other feedback from faculty members is evaluated.

Change of Advisor or Student

Article 10

When the advisor or student academic consultancy period is three years, they can request a change with a petition they will submit to the Dean's Office without any justification. The petitions are discussed at the Academic Advisory Board and a student and a consultant are appointed again. Also at any time; The student advisor and the advisor can request the change of their students with a justified petition to the Dean. The petitions are discussed at the Academic Advisory Board and new students and advisors are appointed when necessary.

CHAPTER FOUR

Miscellaneous and Final Provisions

Situations Incompatible with Counseling and Studentship

Article 11

Actions, behaviors and attempts of the advisor or the student incompatible with the purpose of this directive are subject to penalties in accordance with the provisions of Articles 53 and 54 of the Higher Education Law No.2547.

Force

Article 12

This directive takes effect from the date it is accepted by the Senate of Niğde Ömer Halisdemir University.

Executive

Article 13

This directive is executed by the Rector of Niğde Ömer Halisdemir University.