

T. C.  
NIGDE OMER HALISDEMİR  
UNIVERSITY

FACULTY OF MEDICINE

2019 ACTIVITY REPORT

[JANUARY 2020]

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**Presentation of the Unit Manager**

Medical faculties have three important functions: education, research and health service delivery. While carrying out these functions, our faculty's vision is "Science and technology produced, to be among the leading medical faculties at national and international level with modern education and advanced health services".

Our faculty, which started its educational activities in 2017, aims to ensure that young physician candidates, who will or will join us, receive a modern and innovative medical education. In line with this purpose, our faculty will work to train physicians who have up-to-date knowledge and skills, who think analytically, who interpret their knowledge, who are researcher, who can renew themselves, who can communicate well and have human values. The curriculum of our medical faculty has been created in accordance with these purposes, and it is intended for all faculty members and their education is continuing. Our faculty attaches great importance to skills-oriented education and international recognition. In this context, in the first three years of our medical education program, our students will associate their intensive theoretical basic medical knowledge with the activities of protecting human health and curing diseases by providing horizontal and vertical integrations and will form the infrastructure of the clinical education they will receive in the following periods. Our students will be given in the fourth and fifth grades; bedside training in clinical internships, sample case studies, medical skills training on medical models and models, accompanied by guidelines.

Thanks to them, they will acquire medical and social skills and complete their clinical practice internship period. Upon reaching the sixth grade, our students will apply their knowledge and skills they have acquired through previous education, under the supervision of their teachers, for a year before embarking on their career. At the end of these trainings, which will last for six years, they will graduate as competent physicians in accordance with the vision of our faculty. Our faculty aims to continue to be in close contact with the alumni after graduation. One of the other duties of medical schools is to conduct scientific research. In addition, developing useful products and methods as a result of research in today's world; it has become the expected targets of scientific research. In this context, our faculty has the existing manpower and infrastructure facilities, our university's vision "To be a university with competitive power in the fields of science and technology"

Based on the principle, using the thematic areas it has determined, it has taken its goal to develop useful products and methods as well as contributing to science and technology. Our faculty aims to meet the health service demands of the people of Niğde by working with its stakeholders in the protection of human health and the provision of health services, and to become a preferred health institution throughout the country in the thematic areas.

Niğde Ömer Halisdemir University Faculty of Medicine, by adopting team and interdisciplinary working principles, will try to improve and continuously advance in our city and country by using its opportunities in the best and efficient way. In addition to these, students will have a campus environment where they will have a good time with various activities and social responsibility projects.

We hope to raise knowledgeable, skilled and conscientious, responsible physicians by adopting the words of "First word, then medicine, finally surgical knife" by Hippocrates, who is regarded as the father of medicine.

I wish success to our faculty staff and students who continue their activities with these feelings, and I respect them.

Professor Dr. Muhsin KAR

Deputy Dean

## I- GENERAL INFORMATION

Our faculty was established by the publication of the Council of Ministers Decree dated 25/05/2015 and numbered 2015/7723 in the Official Gazette dated 05/06/2015 and numbered 29377. There are Medical Sciences and Surgical Medical Sciences Departments, and the table showing the distribution of faculty members by departments is shown below.

Department	Prof., Assoc.Prof., Assist.Prof.	Numbers
Basic Medical Sciences	Professor	2
	Associate Professor	2
	Assistant Professor	15
Internal Medical Sciences	Professor	-
	Associate Professor	4
	Assistant Professor	13
Surgical Medical Sciences	Professor	1
	Associate Professor	2
	Assistant Professor	20

## A- Mission and Vision

### Mission

To be an institution that contributes to universal science and technology by adopting the principle of lifelong learning and teaching, using evidence-based medical methods, adopting ethical and moral principles, using professional knowledge and skills in favor of the patient, being responsible and considering public health in the forefront, being able to communicate well, being researcher, qualified, competent and self-confident, educates leading physicians; giving priority to the needs of the region and country while providing scientific, contemporary and quality health services.

### Vision

To be among the leading medical faculties at national and international level with the science and technology it produces, its modern education and advanced health services.

## B- Authority, Duties and Responsibilities

### 1- Establishment of the Unit

Niğde Ömer Halisdemir Üniversitesi Faculty of Medicine was established in accordance with the letter of the Council of Higher Education dated 25/05/2015 and numbered 2015/7723, based on the decision of the Council of Ministers, published in the Official Gazette dated 05/06/2015

and numbered 29377. Our faculty consists of three departments: Basic Medical Sciences, Internal Medical Sciences and Surgical Medical Sciences. Students were admitted to our faculty for the first time in 2017-2018 academic year.

## **2- Authority, Duties and Responsibilities of the Unit**

The management and organization of the Faculty of Medicine has been determined according to the provisions of the law numbered 2547. Administrative bodies authorized by the Higher Education Law No. 2547; and its board has been determined as Dean, Faculty Administration Board, and Departments.

**Dean:** The main duties of the dean, who is authorized to manage faculties by the Higher Education Law numbered 2547, are listed below. These tasks;

- ✚ To chair the faculty boards, to implement the decisions of the faculty boards, and to ensure regular work between faculty units,
- ✚ To report to the Rector at the end of each academic year and when requested, on the general situation and functioning of the faculty,
- ✚ To notify the Rector's Office of the faculty's appropriation and staff needs together with its justification, and to submit the proposal regarding the faculty budget to the Rector's Office after taking the opinion of the faculty executive board,
- ✚ To perform general supervision and control over the units of the faculty and staff at all levels,
- ✚ To perform other duties assigned to the dean by this law.

The responsibilities of the deans are specified in the Higher Education Law No. 2547. In the rational use and development of the teaching capacity of the faculty and its affiliated units, taking security measures when necessary, providing the necessary social services to students, regularly conducting education, scientific research and publication activities, monitoring and supervising all activities, monitoring and control is primarily responsible to the Rector in making and obtaining the results.

### **Faculty Executive Board:**

#### **Establishment and Operation:**

The faculty board of directors consists of three professors, two associate professors and an assistant professor, elected by the faculty board for three years under the chairmanship of the dean. The faculty board of directors convenes upon the call of the dean. If the board of directors deems necessary, it can establish temporary working groups, education coordinators and regulate their duties.

#### **Duties:**

The Faculty Board of Directors is an auxiliary body to the dean in administrative activities and performs the following duties:

1. To assist the dean in the implementation of the principles determined by the decisions of the faculty board,
2. To ensure the implementation of the academic calendar of the faculty with education, training, plans and programs,

3. To prepare the investment, program and budget draft of the Faculty,
4. To make decisions on all the works that the dean brings about the faculty management,
5. Acceptance, adjustment and exclusion of students, and education and examination make decisions about their operations,
6. To perform other duties assigned by laws and regulations.

Niğde Ömer Halisdemir Üniversitesi Faculty of Medicine has imposed some national, regional, local and institutional responsibilities. These:

- To educate leading physicians by adopting the principle of lifelong learning and teaching, using evidence-based medical methods, adopting ethical and moral principles, using professional knowledge and skills in favor of the patient, being responsible and considering public health in the forefront, being able to communicate well, being researcher, qualified, competent and self-confident,
- To carry out scientific researches by our faculty members in the fields of science that are mostly completed and completed for scientific researches, which are among the main duties of our faculty of medicine,
- In addition to these, one of the other main duties of medical faculties is health service delivery. For this purpose, these hospitals are used jointly by our faculty members for the provision of health services within the scope of the "Protocol for the Use of Niğde State Hospital and Boron Physical Therapy and Rehabilitation Hospital" affiliated with the Ministry of Health. The relevant hospitals will be used for the clinical medical education of our medical students, as well as the provision of health care. At the same time, the aim of the provision of special health services in these hospitals and the lack of health care, causing the referral of patients especially to the health institutions in the nearby provinces, by providing employment for faculty members in the fields of medical specialty, treatment of patients is planned to be provided in our city.

### **C- Information on the Unit**

This section contains information about the faculty's open and closed areas, educational areas and social areas.

#### **1- Physical Structure**

In the spring semester of the 2017-2018 academic year, the Faculty of Medicine started its activities on January 23, 2017 in the building allocated to it.

#### **Open and Closed Areas**

<b>Unit</b>	<b>Closed Area (m<sup>2</sup>)</b>	<b>Open Area (m<sup>2</sup>)</b>
Faculty of Medicine	7.125.84	-

## 1.1- Training Grounds

Information on lecture theaters, classrooms, computer labs and other educational areas of our faculty are given below.

Training Grounds	Numbers	Closed Area (m <sup>2</sup> )	Capacity (People)
Lecture Theater	-	-	-
Classrooms	12	626,65	528
Computer Labs	1	79,34	40
Student Labs	Anatomy 1 Multidisciplinary 2	376,25	201
TOTAL	16	1082,24	769

### 1.1.1- Social Areas

Our faculty academic, administrative staff and students benefit from the faculty canteen. In addition, the dining hall, restaurant and cafeterias in the Campus Shopping Center are social areas that students, academic and administrative staff benefit from.

### 1.2.1- Canteens and Cafeterias

	Numbers	Closed Area (m <sup>2</sup> )	Capacity (People)
Canteen	1	453,6	150
Cafeterias	-	-	-
TOTAL	1	453,6	150

### 1.2.1.1 Movie Theaters

	Numbers	Area (m <sup>2</sup> )	Capacity (People)
Movie Theaters	-	-	-

### 1.2.2- Dining Halls

	Numbers	Closed Area (m <sup>2</sup> )	Capacity (People)
Student Dining Halls	-	-	-
Staff Dining Halls	-	-	-
TOTAL	-	-	-

### 1.2.3- Guesthouses

	Numbers	Closed Area (m <sup>2</sup> )	Capacity (People) F / M / TOTAL
Guesthouses	-	-	-

### 1.2.4- Student Dormitories

	<b>Numbers of Room</b>	<b>Closed Area (m<sup>2</sup>)</b>	<b>Capacity (People) F / M / TOTAL</b>
Dormitories	-	-	-

### 1.2.5- Sports Facilities

	<b>Numbers</b>	<b>Area (m<sup>2</sup>)</b>	<b>Descriptions</b>
Closed	-	-	-
Open	-	-	-
...	-	-	-

### 1.2.6- Meeting - Conference Halls

	<b>Numbers</b>	<b>Area (m<sup>2</sup>)</b>	<b>Capacity (People)</b>
Meeting	3	187.71	60
Conference	-	-	-
...	-	-	-

### 1.3- Service Areas

In our faculty, there are 1 Dean, 2 Vice Dean, 3 Department Heads and 36 Academic Staff rooms. For administrative staff, 1 room for the Faculty Secretary and one Personnel, Student Affairs, Department Secretary, Ethics Committee Secretary, Director Secretary, Realisation Department, Accounting of Materials and Servant room available.

#### 1.3.1- Academic Staff Service Areas

<b>Service Area</b>	<b>Numbers</b>	<b>Closed Area (m<sup>2</sup>)</b>	<b>Number of Users</b>
Study Room	42	1062,4	58

#### 1.3.2- Administrative Staff Service Areas

<b>Service Area</b>	<b>Numbers</b>	<b>Closed Area (m<sup>2</sup>)</b>	<b>Number of Users</b>
Service	-	-	-
Study Room	15	344,47	12
<b>TOTAL</b>	15	344,47	12

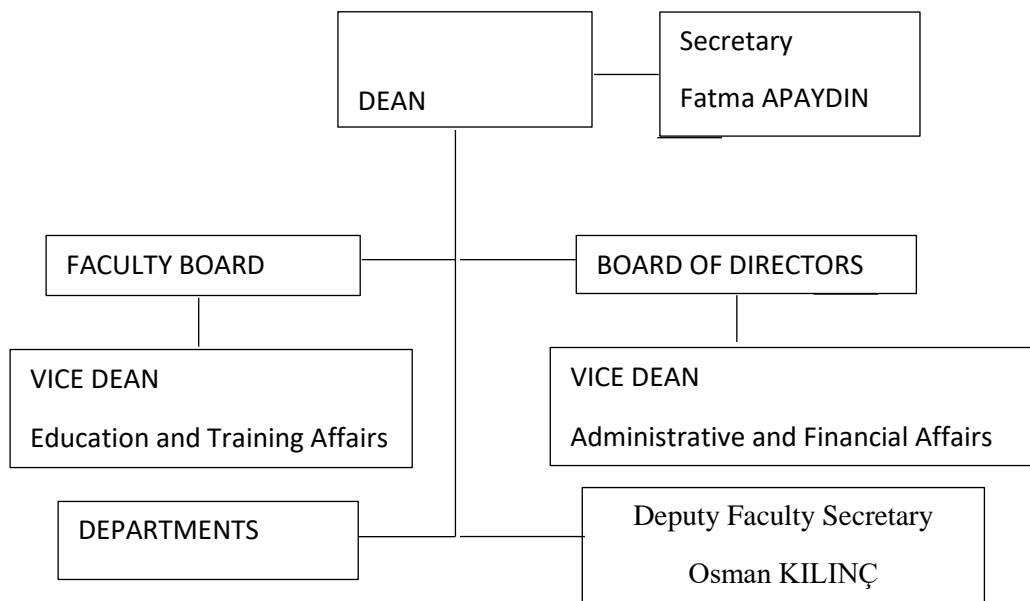
### 1.4- Warehouse, Archive and Workshop Areas

<b>Type</b>	<b>Numbers</b>	<b>Area (m<sup>2</sup>)</b>
Warehouse	3	269,3
Archive	2	77,10
Workshop	-	-



## 2- Organizational Structure

### FACULTY OF MEDICINE ORGANIZATIONAL CHART



Basic Medical Sciences	Internal Medical Sciences	Surgical Medical Sciences Urology	Staff Affairs Hüsniye OK DALGA Gülsüm DURAK (unpaid leave)	Student Affairs Orhan ÖZBEK Esra EMİL
Medical Biology	Medical Pharmacology	Cardiac surgery		
Physiology	Physical Medicine and Rehabilitation	Anesthesiology and Reanimation	Accounting of Material Department Erhan ERDEM	Department Secretary Elif ALTAY
Biophysics	Mental Health and Diseases	Mouth, Face and Chin surgery		
Anatomy	Emergency Medicine	Brain and Nerve Surgery	Clinical Research and Ethics Board Hüseyin ŞAHİN	Movable Registration and Control Unit Ahmet İSPİR
Biostatistics and Medicine	Forensic Medicine	Pediatric Surgery		
Medical Biochemistry	Child and Adolescent Mental Health and Diseases	General Surgery	Contractual Cleaning Workers Yusuf İLKBAHAR Ömer Ömür OZAN Nuray ERDEMESİNLİOĞLU	Security Aysun
History of Medicine and Ethics	Child Health and diseases	Thoracic Surgery		
Histology and Embryology	Dermatological and Venereal diseases	Eye diseases		
Medical Microbiology	Infectious Diseases and Clinical Microbiology	Gynecological Diseases and Delivery		
Parasitology	public health	Ear, Nose and Throat diseases		
Medical education	Internal diseases	Orthopedics and Traumatology		
Immunology	Cardiology	Plastic, Reconstructive and Aesthetic Surgery		
		Medical Pathology		

### 3- Information and Technological Resources

#### 3.1- Software

In educational activities in our faculty; Corporate Training, Management and Planning System (KEYPS) uses the software.

#### 3.2- Computers

<b>Type</b>	<b>Number (piece)</b>
Laptop computer	109
Desktop computer	1
.....	-
<b>TOTAL</b>	<b>110</b>

### **3.3- Library Resources**

The library in the unit could not be opened due to lack of space. Instead, a separate hall has been allocated for the use of our students in the central library opposite our faculty.

<b>Type</b>	<b>Number (piece)</b>
Book	-
Printed Periodic Publication	-
Electronic Publication	-
.....	-

### **3.4- Other Information and Technological Resources**

<b>Type</b>	<b>Number (piece)</b>
Projection	22
Slide Machine	-
Overhead Projector	-
Episcope	-
Printing Machine	-
Copier	1
Fax	1
Camera	-
Camera	-
TV	5
Printer	14
Browser	7
Microscope	65

### **4- Human Resources**

2 professors, 2 associate professors and 15 assistant professors in the Department of Basic Medical Sciences of our faculty; 4 associate professors in the Internal Medicine Department,

13 assistant professors in the Department of Surgical Medical Sciences. There are professors, 2 associate professors, 20 assistant professors.

### Total Number of the Staff of the Unit

Regular			Contractual		Temporary Worker (Self-Income worker)	TOTAL
Academic Staff	657 4/A	657 4/D	657 4/B	657 4/C		
59	12	4	-	-		75

#### 4.1- Academic Staff

Title	Occupancy of Staff By Rate			Employment of Staff According to Type	
	Full	Vacant	Total	Fulltime	Parttime
Professor	3	-	3	3	
Associate Professor	8	-	8	8	
Assistant Professor	48	-	48	48	
Teaching Assistant					
Instructor					
Translator					
Education Planner					
Research Assistant					
Expert					
.....					
<b>TOTAL</b>	59		59	59	

#### 4.1.1- Academic Staff Assignments

	Prof.	Assoc.Prof.	Assist.Prof.	T.Assist.	Inst.	Res.Assist.	Exp.	TOTAL
Public		2						2
Transfer	1		4					5
<b>TOTAL</b>	1	2	4					7

#### 4.1.2- Title Changes of Academic Staff

Previous Title	New Title	Number
Assistant Professor	Associate Professor	1
Associate Professor	Professor	1

#### 4.1.3- Academic Staff Leaving Our University

	Prof.	Assoc.Prof.	Assist.Prof.	T.Assist.	Inst.	Res.Assist.	Exp.	TOTAL
Transfer			3					3
Resign		1						1
Retired	1							1
Discharge								
Death								
Other								
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>3</b>					<b>5</b>

#### 4.1.4- Foreign Academic Staff

Title	Country of Origin	Department
Professor	-	-
Associate Professor	-	-
Assistant Professor	-	-
Teaching Assistant	-	-
Instructor	-	-
Translator	-	-
Education Planner	-	-
Research Assistant	-	-
Expert	-	-

#### 4.1.5- Academic Staff Assigned in Other Universities

Title	Department	University to be Assigned
Professor	-	-
Associate Professor	-	-
Assistant Professor	-	-
Teaching Assistant	-	-
Instructor	-	-
Translator	-	-
Education Planner	-	--
Research Assistant	-	-
Expert	-	-

#### 4.1.6- Academic Staff from Other Universities Assigned to Our University

Title	Country of Origin	Department
Professor	-	-
Associate Professor	-	-
Assistant Professor	-	-
Teaching Assistant	-	-
Instructor	-	-
Translator	-	-
Education Planner	--	-
Research Assistant	-	-
Expert	-	-

#### 4.1.7- Contracted Academic Staff

Title	Number
Professor	-
Associate Professor	-
Assistant Professor	-
Teaching Assistant	-
Instructor	-
Expert	--
Artist Instructor	-
Stage Implementer	-
...	-
TOTAL	-

#### 4.1.8- Distribution of Academic Staff in Terms of Service

year	1-3	4-6	7-10	11-15	16-20	21-above
person	7	1	3	17	15	16
percentage	11,86	1.69	5.08	28,81	25,42	27,11

#### 4.1.9- Distribution of Academic Staff by Age

year	21-25	26-30	31-35	36-40	41-50	51-above
person			5	19	15	16
percentage			8,47	32,20	25,42	27,11

#### 4.1.10- Bilateral Agreements between Universities

Country	University	Contents of the Agreement
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Turkey	Erciyes University	Medical education
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#### 4.2.- Administrative Staff

Our faculty is based on the distribution of administrative staff, number of occupants and vacancies, etc. related information is given in the tables below.

#### ACCORDING TO THE FACILITY OF THE STAFF

Staff Classification	Full	Vacant	TOTAL
General Administrative Services	8		
Health Services			
Technical Services	3		
Education and Training Services			
Advocacy Services			
Religious Services			
Auxiliary Services	1		
<b>TOTAL</b>	<b>12</b>		

#### 4.2.2- Administrative Staff Appointments

	GIHS	SHS	THS	EÖHS	DHS	YHS	TOTAL
Public							
Transfer			1				1
<b>TOTAL</b>			<b>1</b>				<b>1</b>

#### 4.2.3- Title Changes of Administrative Staff

Previous Title	New Title	Number (person)
Civil Servant	Computer operator	2

#### 4.2.4- Administrative Staff Leaving Our University

	GIHS	SHS	THS	EÖHS	DHS	YHS	TOTAL
Transfer							
Resign							
Retired							
Discharge							
Death							
Other							
TOTAL							

#### 4.2.5- Educational Status of Administrative Staff

	Primary S.	High School	Assoc. Degree	Bachelor's Degree	MA and PhD	TOTAL
Person	1	-	2	8	1	12
Percentage	8.3		16.6	66.6	8.3	100

#### 4.2.6- Service Periods of Administrative Staff

year	1-3	4-6	7-10	11-15	16-20	21- above	TOTAL
person	3	2	4	-	1	2	12
percentage	25	16.6	33.3	-	8.3	16.6	100

#### 4.2.7- Distribution of Administrative Staff by Age

year	21-25	26-30	31-35	36-40	41-50	51- above	TOTAL
person	-	6	-	2	3	1	12
percentage	-	50	-	16.6	25	8.3	100

#### 4.3- Contracted Personnel

In our faculty, there are no personnel who fall under the article 4 / B of the Civil Servants Law No. 657.

### 5- Services Offered

#### 5.1- Education and Training Services

##### Education policy of the unit





#### 5.1.4- Student Quotas and Occupancy Rate

Unit	OSS Quota	Registered	Solidity ratio (%)	Vacant
Faculty of Medicine	82	82	100%	0

#### 5.1.5- Number of Students in Graduate and Doctorate Programs

Unit	Program	Graduate		Doctorate	TOTAL
		Thesis	Non-thesis		
Faculty of Medicine	-	-	-	-	-
TOTAL	-	-	-	-	-

#### 5.1.6- Foreign Students

Unit	Department	F	M	TOTAL
Faculty of Medicine	Medicine	3	4	7

#### 5.1.7- Number of Outgoing Students through Student Exchange Programs

Unit	Country	Number
Faculty of Medicine	-	-

#### 5.1.8- Number of Students Coming through Student Exchange Programs

Unit	Country	Number
Faculty of Medicine	-	-

#### 5.1.9. Number of Diplomas and Diploma Supplements Given in the 2018-2019 Academic Year

Our faculty has started education in the 2017-2018 academic year and we do not have any graduate students yet.

#### 5.2- Administrative Services

Administrative services are carried out by administrative staff. Services in this field are carried out by personnel working at the Office of Personal Affairs, Registrar's Office, Movable Registration and Control Office, Accounting Office, Department Secretariat, Ethics Committee Incoming Documents and Assistant Services. The Faculty Secretary is responsible to the dean in the execution and planning of these services. All correspondence is carried out electronically through this system in Niğde Ömer Halisdemir University, which provides great convenience and reliability in the follow-up, operation and recording of administrative services. The financial and other personal rights of the academic and administrative staff working in our faculty are carried out on time. Course registrations and other procedures of our students are made on time and completely. All requests of academic, administrative staff and students are answered in a timely manner.

Niğde Ömer Halisdemir University Faculty of Medicine Work Flow Charts can be accessed from the link: <http://www.ohu.edu.tr/tipfakultesi/sayfa/is-akis-surec>

The basic duties and responsibilities of the administrative services units are specified below on unit basis. You can also access detailed job descriptions from the link: <http://www.ohu.edu.tr/tipfakultesi/sayfa/gorev-tanimlari>

#### **Student Affairs Office:**

- Correspondence of documents transferred to student affairs,
- Carrying out all kinds of referral and administrative affairs related to student affairs,
- The curriculum to be applied in the academic year and the decisions of the Faculty Board notification to the Rectorate,
- Determination of student quotas in the Faculty Board of Directors, (formal, horizontal transfer, foreign nationals) to be notified to the Rectorate for their requirements,
- The follow-up of the investigation reports and the results of the students whose disciplinary investigation was opened to the records of the penalties of the students who were penalized to be notified to the relevant institutions
- processing and reporting to the Rectorate, following up student counselors, informing the advisors about the work to be done and follow up the results,
- Registration renewal, registration suspension, registration deletion procedures, military service postponement procedures, education and follow-up, announcement of contribution loan follow-up, Prime Ministry and other scholarships and taking necessary actions, supply of internship documents and execution of internship initiation procedures,
- Ensuring that the faculty representative elections are made and informing the Rectorate,
- To receive the applications of part-time working students, to prepare their lists, to report them to the Health, Culture and Sports Department and to arrange their monthly scoring.

#### **Personnel Affairs Office:**

- Notifying the academic staff demands of the departments to the Rectorate,
- To ensure that the decisions of the Board of Directors are taken in order to determine the jury members of the academic staff to be appointed openly, to send the results to the

Rectorate for the announcement, to present the nomination proposal of the winning candidate to the Board of Directors, to make SSI entries following their appointment and starting work,

- Notifying and filing the monthly degree and level progress of the Academic and Administrative Staff to the relevant persons,
- Corresponding to the appointment proposals of Department Heads, Heads of Departments, Senators, Board of Directors and Faculty Board members,
- Corresponding to the renewal of the academic staff's terms of office,
- Keeping track of all incoming and outgoing correspondence to personnel affairs and ensuring that their responses are written on time,
- Submitting all documents required for the payment of personal rights of academic and administrative staff to the Accrual Office on time,
- Doing all incoming and outgoing correspondence regarding personnel affairs,
- In accordance with the relevant articles of the Law No. 2547, submitting the appointments of academic staff to the Board of Directors and making the necessary decisions.
- To record and follow-up the annual, excuse, maternity and unpaid leaves of academic and administrative staff,
- Ensuring that the medical reports of the Administrative Staff are converted to medical leave and reporting to the Rectorate,
- Corresponding with the retirement procedures of the academic and administrative staff and the personnel who left and resigned,
- Performing other transactions given by the senior management,
- To make internal and external correspondence subject to salary.
- To prepare a transfer notification for the transferring staff,

#### **Accounting Office:**

- Together with the purchase commission, all kinds of stationery and office supplies, machinery, tools, equipment and their spare parts and other goods and supplies needed to be used in the services of our faculty, at the maximum rate of budget allocation to procure on time from the domestic and foreign markets, taking into account savings and standardization,
- Providing office and school maintenance and repair services as well as machinery and equipment maintenance and repair together with the purchasing commission,
- Providing many service purchases such as computer services, telephone subscription and usage required for use in the education and management services of the Faculty together with the purchase commission, in line with the needs,
- Providing the most appropriate and correct product in all goods and service purchases in line with the purchase commission offers,
- Preparing domestic and international temporary and permanent duty travels and treatment travels,
- Establishing procurement and inspection commissions by preparing the signature circular of the Spending Officer, the Realization Officer at the fiscal year,

- To prepare the morning and evening additional course and exam fees, overtime and summer school fees of academic and administrative staff working overtime
- Writing, initialing and submitting articles related to the units,
- Performing other works given by the senior management,
- Preparing maternity and death aid payrolls for our Faculty Administrative and Academic staff,
- Receiving salary returns from personnel who went to the military or taking unpaid leave, preparing their salaries with limited unpaid leave, and the transactions related to the Social Security Institution tracking and processing into the system,

#### **Department Secretaries:**

- Receiving papers sent to departments, announcing, filing and responding to academic staff,
- To notify the Dean's Office in writing about the appointment requests in accordance with the relevant articles of Law No. 2547 (35., 40 / a, 40 / d, 31., 38, 39.),
- Ensuring that the academic staff of the department fill in the semester course forms at the beginning of the term and the monthly supplementary course forms of the academic staff who will receive additional course fees and inform the dean's office,
- Notifying the academic staff needs of the departments to the Dean's Office,
- To make all kinds of correspondence with the student, to inform the Dean about the needs of the department,
- To inform the Dean's Office about the extension requests of the academic staff (Dr. Lecturer, Lecturer, Research Assistant) whose term of office will expire,
- Notifying the Faculty Members' domestic and international leave requests to the Dean's Office,
- Writing the decisions of the Department Board and sending it to the Dean's Office,

#### **Movable Registration and Control Office:**

- Receiving delivery by counting, weighing, measuring the properties of the movables acquired by the spending unit by counting, weighing, measuring according to their type and qualities, not directly consumed and to keep the unused movables in the warehouses under their responsibility,
- To take delivery of the movable whose inspection and acceptance process cannot be done immediately, to prevent them from being put into use before their final acceptance,
- Keeping records regarding the entry and exit of movables, arranging the related documents and tables and sending them to the consolidated officer of the movable management chart,
- Handing over the movables whose consumption or use is deemed appropriate by the authority of expenditure,
- To take and ensure that the necessary measures are taken to protect the movables against fire, wetting, deterioration, theft and similar dangers,
- Notifying the spending authority about the reductions that occur due to theft or extraordinary reasons,

- Warehouse counting and stock control, reporting the movables falling below the minimum stock level determined by the expenditure authority to the expenditure authority,
- Checking the durable movables in use where they are located, counting them and getting them done,
- Helping the spending unit's material requirement planning,
- To prepare the management account of the movables for which the records are kept and to submit them to the spending authority.

### 5.3- Other Services

## 6- Management and Internal Control System

Under the chairmanship of the Faculty Dean, the Faculty Board of Directors establishes the management and internal control system. In addition to these, Education and Training Quality Committee and Department Boards are included in the internal control system. They are involved in the functioning and planning of the Department and Academic General Assemblies of the Department, Departments and Departments. Payments to be made from the related expenditure items of our faculty are made after the control of Niğde Ömer Halisdemir University Strategy Development Department.

### D- Other Issues

The Expenditure Authority Prof. Dr. The allocations transferred to the relevant budget schemes of our Faculty by Muhsin KAR (Vice Dean) and Execution Officer Osman KILINÇ (Deputy Faculty Secretary) are used.

Student clubs	Number of Community (Piece)	Number of Students (Person)
Student Clubs communities	2	110

## II- OBJECTIVES AND OBJECTIVES

In this section, the strategic goals and objectives of the administration, the priorities of the activity year, and the basic principles and policies followed are included. Our faculty has determined strategic goals and objectives in order to reach the vision determined by the mission it has, to contribute to the vision of Niğde Ömer Halisdemir University and to strengthen its weaknesses.

### A- Aims and Objectives of the Unit

STRATEGIC GOALS	OBJECTIVES
Strategic Goal 1 To contribute to the world of science by producing knowledge on a universal scale	Target 1. Supporting scientific projects. Target 2. Conducting studies with high impact on a universal scale Target 3. Research has high efficiency and prestige presenting at meetings, publishing in qualified journals

	<p>supporting</p> <p>Target 4. Young researchers' research and publications</p> <p>Providing support and training opportunities to increase the quality</p> <p>Target 5. Opening master and doctorate programs through the Institute of Health Sciences, which is in the establishment phase</p>
<p>Strategic Goal 2</p> <p>To raise culturally equipped, researcher and productive physicians who are sensitive to the realities of the country and the world by providing high-level medical education</p>	<p>Target 1. Conducting the training program that will provide the basic roles (physician, health advocate, scientist, communicator, team member, leader and manager) and competencies expected from the graduate of the Faculty of Medicine</p> <p>Target 2. Considering the priority health problems of the society in the education program</p> <p>Target 3. Arrangement of the education program of the faculty, taking into account the national core education program</p> <p>Target 4. Education program of faculty members and</p> <p>Informing about training methods</p> <p>Target 5. Developing and updating the educational qualifications of faculty members</p> <p>Target 6. Increasing student participation in international exchange and visit programs</p> <p>Target 7. Using multiple, effective and contemporary education methods and technology</p> <p>Target 8. Using multiple and effective assessment and evaluation methods</p> <p>Target 9. Executing an effective program evaluation system</p> <p>Target 10. The execution of the social, cultural, psychological, academic and career counseling system by continuously updating and improving in line with the requirements</p> <p>Target 11. National and international accreditation of pre and post graduate education programs</p>
<p>Strategic Goal 3</p> <p>To train physicians who are sensitive to the realities of the country and the world, culturally equipped, researching, constantly learning and producing.</p>	<p>Target 1. Organizing in-service training programs as a training center at national and international level</p> <p>Target 2. Organizing seminars and conferences attended by national and international experienced and well-equipped speakers</p>

<p>Strategic Goal 4 Contributing to the improvement of the life quality of the society</p>	<p>Target 1. Producing health and social responsibility projects and organizing activities in cooperation with national / local government institutions and non-governmental organizations Target 2. Continuing efforts to protect and improve health</p>
<p>Strategic Goal 5 To provide efficient and quality health services at national / international standards based on the needs of the people</p>	<p>Target 1. Providing health services in accordance with the needs of the society in the medical faculty practice hospital Target 2. Creation of an experienced and well-equipped staff in line with the needs Target 3. Providing necessary infrastructure and developing projects to develop hospital services in a quality and efficient manner</p>
<p>Strategic Goal 6 To provide a management that is open to communication with the participation of stakeholders such as students, educators and employees</p>	<p>Target 1. Ensuring sufficient stakeholder participation and representation in commissions related to training and administration Target 2. Ensuring sufficient stakeholder participation and representation in commissions related to education and administration Target 3. Maintaining communication with student communities Target 4. Effective operation of student and assistant representation system</p>
<p>Strategic Goal 7 Organizing Conferences or Symposiums Related to the Area.</p>	<p>Target 1. To organize a conference or symposium within all departments.</p>
<p>Strategic Goal 8 To complete the research infrastructure of the faculty building.</p>	<p>Target 1. Implementing projects that will meet the laboratory infrastructure needs of the faculty.</p>
<p>Strategic Goal 9 Managing Human Resources Effectively</p>	<p>Target 1. To determine and meet the personnel needs of the units.</p>
<p>Strategic Goal 10 Developing Personnel in terms of Quality and Quantity.</p>	<p>Target 1. Encourage staff to attend training seminars and conferences. Target 2. Increasing the Quality of Working Life. Target 3. Listening to internal problems, receiving requests and organizing activities together.</p>
<p>Strategic Goal 11 Ensuring Institutionalization.</p>	<p>Target 1. To reveal job and job descriptions.</p>
<p>Strategic Goal 12 Strengthening Relations with External Stakeholders</p>	<p>Target 1. To organize meetings with external stakeholders for corporate development.</p>
<p>Strategic Goal 13 Increasing Revenues</p>	<p>Target 1. organize certificate program related to the field in NÜSEM</p>



Strategic Goal 14 Cooperating with the Public and Private Institutions of the City.	Target 1. To establish training and activity partnerships with public institutions and private sector in Niğde. Target 2. Organizing educational activities for public institutions in Niğde
Strategic Goal 15 Effective Promotion in High Schools.	Target 1. Visiting high schools and holding talks about education in the Faculty of Medicine.
Strategic Goal 16 Contributing to the Socio-Cultural Development of Niğde.	Target 1. To organize seminars about health for the public in Niğde.
Strategic Goal 17 Encouraging Students to Make Social Responsibility Projects.	Target 1. To make student projects to improve health in the community

### **The Unit's Priority Targets in 2020**

Our faculty's priorities for 2020 are stated below, in line with our strategic plan.

- Updating the education plan
- Increasing the number of scientific publications per faculty member
- Meeting the academic staff needs of the units Increasing the educational activities for the needs of the society
- Increasing the relationship and cooperation of our faculty with the society.
- Developing a strong counseling system that includes career planning

### **B- Basic Policies and Priorities**

Using its knowledge in line with universal values, knowing all aspects of medical processes, not compromising ethical stance while planning and implementing these processes; It is our main policy and priority to train modern physicians and scientists who are creative and critical to the public interests, who are sensitive to society and the environment, who produce effective solutions to the problems of the city, region and country they live in, while providing efficient services to the institution they work with. This policy and our priorities are fed by the following:

- Adhering to the Republic of Turkey and values
- Protecting human values
- Social usefulness
- Commitment to ethical values
- Reliability and quality
- Contemporary, innovative, creative approach
- Human and social sensitivity
- Scientific
- Universality

## C- Other Issues

Forms are prepared to facilitate the educational activities of students and academic staff. With the Education Management System software, which is being used in our faculty, to further strengthen the communication between the student-teaching staff, to increase the quality of education; It is planned to establish a rational, transparent, appropriate and accessible education system.

## III- INFORMATION AND EVALUATIONS ON ACTIVITIES

### A- Financial Information

The data on expenditures from the 2019 fiscal year budget implementation results of our faculty are discussed in detail below. The data on the budget revenues (Income Distribution table) will be prepared by the Strategy and Development Department staff for all units. Therefore, the Distribution of Income table has not been filled, but the data on general budget expenditures are presented in the relevant tables.

#### 1- Budget Implementation Results

##### 1.1- Budget Expenses

Budget expenditures in the operating period of 2019 are presented in the table below.

##### Development of Budget Expenses According to Economic Classification

EXPENSE TYPE	Budget Starting Allowance (TL)	Year-End Allowance (TL)	Spending (TL)
01.Personnel Expenses	2.356.500,00	4.776.614,00	4.775.814,10
02.State Premium to Social Security Institutions Expenses	414.700,00	954.301,00	954.139,18
03. Purchase of Goods and Services Expenses	27.800,00	72.172,00	71.990,36
05.Current Transfers	-	-	-
06.Capital Expenses	-	-	-
<b>GRAND TOTAL</b>	<b>2.799.000,00</b>	<b>5.803.087,00</b>	<b>5.802.543,64</b>

##### 1.2- Budget Revenues

The faculty does not have direct income under the following headings. On the other hand, since the revenues of our university are collected by the Strategy Development Department, this section will be filled by the said Directorate.

EXPENSE TYPE	Budget Forecast	Realization Total	Realization Rate
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	(TL)	(TL)	(%)
	-	-	-
TOTAL BUDGET REVENUES	-	-	-

## 2- Explanations on Basic Financial Statements

### 3- Financial Audit Results

Financial expenditures and transactions made in our faculty, relevant units of our Rectorate (Strategy Development Department and Internal Auditors).

### 4- Other Issues

## B- Performance Information

### 1- Activity and Project Information

Our faculty continues its educational activities and academic research activities without interruption in order to realize its strategic goals. Studies are carried out to improve the infrastructure of the departments in our faculty and to increase the number of academic staff. It is aimed that both education and training and academic research will continue increasingly in the following years.

#### 1.1- Activity Information

Scientific, social and cultural activities carried out by the unit in 2019 were included.

##### 1.1.1- Scientific Activities

Activity Type	Activity Subject	Date of Activity
Workshop	-	-
Congress	-	-
Symposium	-	-
Conference	Organ and Tissue Transplantation Week	05/11/2019
Panel	-	-
Seminar	-	-
Open session	-	-

##### 1.1.2- Social and Cultural Activities

Activity Type	Activity Subject	Date of Activity
Interview	-	-
Theater	-	-
Concert	-	-
Exhibition	-	-
Travel	-	-
Celebration	-	-

### 1.1.3- Sports Activities

Activity Type	Date of Activity
-	-

## 1.2- Publications and Awards

### 1.2.1- Publications Made in Refereed Journals Included in the Indexes

Publication Types	Number
International Article	25
National Article	20
National Paper	32
International Paper	44
Number of Citations	492
BOOK	7

### 1.2.2- Scientific Awards

#### Achievement Awards Received by Academic Staff in Their Studies

Award Winner	Award	Awarding Institution
Assoc.Prof. Etem Erdal ERŞAN	International Congress of Interactive Psychiatry Education (İpek) Poster 3rd Prize	Duygusurum Foundation
Assist.Prof. İsmail SARI	Poster 1st Prize	Cumhuriyet University
Assist.Prof. Dilara Fatma BALI	Molecular Hematology	Experimental Hematology Association

## 1.3- Bilateral Agreements with Universities

Department	Country	University	Content
-	-	-	-

## 1.4- Project Information

### 1.4.1- Scientific Research Projects

Projects	Project Transferred from the Previous Year	Added Project During the Year	TOTAL PROJECT	Project Completed During the Year	General Total
DPT					
TUBITAK	2				2
KOP.					
A.B.	1				1
BAP	12	3		2	17
Others					
<b>Total</b>	<b>15</b>	<b>3</b>	<b>-</b>	<b>2</b>	<b>20</b>

### 1.4.2- Investment Projects

Our faculty does not have any projects that started, continued or finished in 2019.

## 2- Performance Results Table

With a new software, studies have been initiated to monitor the academic performance systems of the Faculty on the internet. However, since our faculty is a new faculty, a quantitative Performance result table cannot be obtained in this software. However, it will take place in the future.

## 3- Evaluation of Performance Results

With a new software, studies have been initiated to monitor the academic performance systems of the Faculty on the internet. However, since our faculty is a new faculty, a quantitative performance result table cannot be obtained in this software. However, it will take place in the future. Therefore, the spending units under responsibility in the Performance Program cannot reach the realization status of the performance indicators and targets in the performance program and the deviations that occur. Therefore, an assessment in this direction will not be made.

## 4- Evaluation of Performance Information System

Evaluations on performance indicators, data collection, processing and evaluations regarding their quality cannot be evaluated due to the reasons mentioned above.

## 5- Other Issues

### Litigation

<b>Number of Lawsuits Filed</b>	<b>Number of Lawsuits Resulted in Favor of the Institution</b>	<b>Number of Lawsuits Concluded Against the Institution</b>	<b>Number of Ongoing Cases</b>
-	-	-	-

#### **IV- EVALUATION OF CORPORATE CAPABILITY AND CAPACITY**

SWOT analysis has been made regarding the studies determined during the strategic plan studies of the faculty, and the identified strengths, weaknesses, opportunities and threats are presented below. Efforts are made to triple the weaknesses and to reach the strategic goals determined by taking advantage of the opportunities.

##### **A- Advantages**

###### **Strengths**

- to be open to innovations; a management structure open to innovations and institutionalization
- The existence of our qualified faculty members; Having young and dynamic staff as well as experienced faculty members in its staff
- Almost all of our faculty members have the Trainer's Training Certificate
- Existence of the vast majority of departments
- Availability of infrastructure and opportunities for research
- Presence of financial support for projects for research activities
- Encouraging faculty members to publish and rewarding publications financially
- Finding a peaceful and fair working environment
- Computer and internet access for all faculty members
- Library, virtual library and internet facilities where faculty and students can research
- Adequate access to databases of the University Library
- The physical conditions of the student classrooms are good and the classrooms have sufficient technical equipment
- Medical skills training and the presence of a training laboratory with simulated patients
- Application-based education approach; providing practical and skill training
- Participatory work environment
- Every student can work with a microscope in the student laboratory
- Having separate, quiet study rooms for students
- Availability of "Medical Library" prepared for students
- Easy access to Administrators, Faculty Members and Student Affairs
- Good student-faculty relationship
- Availability and shopping opportunities on campus
- Having campus intertwined with the city and easy transportation facilities

##### **B- Weaknesses**

###### **Weaknesses**

- Insufficient number of academic and administrative staff as it is a newly established faculty
- The numerical insufficiency of psychological counselors to guide students
- Deficiencies in guiding students to produce projects and conduct research
- Lack of Health Application and Research Center of our university
- Difficulty in finding research assistants in basic medical sciences
- Inadequacy of qualified personnel such as technician-technician to be employed in research laboratories
- The organizational structure of the faculty's newly established academic units is not yet completed.
- Lack of social facilities throughout the city

### **C- Evaluation**

It is planned that our faculty will start education in the new Morphology building by 2020. There is superior coordination between the faculty's units. Unit services are carried out in a coordinated manner. Students can easily reach faculty members and express themselves. Student counseling is carried out periodically and sincerely by our faculty members. Our laboratory facilities are sufficient for our students and to carry out scientific studies.

### **V- SUGGESTIONS AND PRECAUTIONS**

Our faculty has 59 faculty members in 46 departments affiliated to 3 departments. 15 faculty members work in 9 departments of the Department of Basic Medical Sciences that will teach Term 1, Term 2 and Term 3. There is no research assistant in this department. Absence of research assistants; may cause problems in laboratory practice and skills training in the future. For this reason, employing research assistants for the Department of Basic Medical Sciences will increase the quality of our education and research activities. In addition, 40 faculty members currently employed in 22 departments for clinical medical education starting with Semester 3 and research assistant employment could not be provided. The number of faculty members in our Internal Medical Sciences and Surgical Medical Sciences Departments should reach a sufficient level by 2021. The employment of research assistants should be ensured through the Medical Specialty Examination in departments whose academic staff have reached a sufficient level. With the number of faculty members reaching a sufficient level; and education, research and the quality and accessible health service that the people of Niğde expect from our faculty will be fully realized. Health service delivery of our faculty; It is carried out within the framework of the Joint Use Protocol of the Ministry of Health Niğde Training and Research Hospital and Bor Physical Therapy and Rehabilitation Training and Research Hospital. The same health facilities will be used for the clinical medical training of our medical students and research assistants who will receive specialty training in medicine. Likewise Faculty of Medicine of the Ministry of Health hospitals in the facilities used together with administrative and educational problems being experienced in Turkey. One of the main problems is that our faculty members working in hospitals cannot find a place and sufficient time for research and education activities. In order to solve these problems, amendments to be

made in the "Regulation on the Use of Health Facilities of the Ministry of Health and Affiliated Organizations and Related Units of Universities and Cooperation Procedures and Principles" will positively affect the research, education and health service delivery performances of our faculty members.

## **ANNEX-1: INTERNAL CONTROL ASSURANCE STATEMENT OF EXPENDITURE AUTHORITY**

### **INTERNAL CONTROL ASSURANCE STATEMENT**

As the spending authority within my authority;

I declare that the information contained in this report is reliable, complete and accurate.

For the activities described in this report, the resources allocated to our spending unit from the administrative budget are used effectively, economically and efficiently, that the internal control system provides sufficient assurance in terms of administrative and financial decisions and the legality and regularity of the transactions related to these within the scope of duty and jurisdiction, and that the process control in our spending unit is effective. I inform you that it is implemented. This assurance is based on the matters to my knowledge such as the information and evaluations I have as an expenditure officer, internal controls, internal auditor reports and the TCA reports. I hereby declare that I have no information about any matter that is not reported here and that harms the interests of the administration. (Niğde... /... / 2020)

Signature

Professor Dr. Muhsin KAR

Deputy Dean

[1] The internal control assurance statement signed by the spending officers is attached to the unit activity reports.

[2] If the spending authority has changed during the year, the phrase "the information I have received from the spending authority / authorities before me" is added.

[3] If the spending authority has any reservations, they are added to this declaration as a list and it is stated that the declaration should be taken into account with these reservations.

## **ANNEX-1: INTERNAL CONTROL ASSURANCE STATEMENT OF EXPENDITURE AUTHORITY**

### **INTERNAL CONTROL ASSURANCE STATEMENT**

As the spending authority within my authority;

I hereby declare that the information contained in this report is reliable, complete and accurate.



I understand that the resources allocated to our spending unit from the administrative budget for the activities described in this report are used effectively, economically and efficiently, internal control within the scope of my duty and jurisdiction.

I hereby declare that the system provides sufficient assurance regarding the legality and regularity of administrative and financial decisions and related transactions and that process control is effectively implemented in our spending unit.

This assurance is based on the information and evaluations I have as the spending officer, the information I have received from the previous expenditure officer / officials, internal controls, internal auditor reports and the TCA reports.

I hereby declare that I have no information about any matter that is not reported here and that harms the interests of the administration. (Niğde,... / .... / 2020)

Signature

Professor Dr. Üner KAYABAŞ

Prof. Dr. Muhsin KAR

Deputy Dean

Deputy Dean

Starting Date: 11/05/2017

Starting Date: 26/08/2019

Leaving Date: 26/08/2019

[1] The internal control assurance statement signed by the spending officers is attached to the unit activity reports.

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