

FIRAT UNIVERSITY FACULTY OF MEDICINE

PREVIOUS EDUCATION COORDINATION

DIRECTIVE

FIRST SECTION

Purpose, Scope, Basis and Definitions

Purpose and Scope

1. **Article 1 - The purpose of this directive is to regulate the structure, duties, authorities and responsibilities, and working procedures and principles of the commissions and coordinators to be established within the Faculty of Medicine for the purpose of preparing, implementing, evaluating and developing undergraduate education programs at Firat University Faculty of Medicine. Basis**
2. **Article 2 - (1) This directive has been prepared based on Articles 14/b, 16 and 17 of the Higher Education Law No. 2547.**
3. **Definitions**
4. **Article 3– In this Directive:**
5. **a) University: Firat University,**
6. **b) Rector: Firat University Rector,**
7. **c) Senate: Firat University Senate,**
8. **d) Faculty of Medicine: Firat University Faculty of Medicine,**
9. **e) Dean: Firat University Faculty of Medicine Dean,**
10. **f) Faculty Board: Firat University Faculty of Medicine Faculty Board,**
11. **g) Faculty Management Board: Firat University Faculty of Medicine Management Board,**
12. **h) Medical Education Coordinators Board (TEKK): The board established for the regular execution, planning and coordination of education and training in the Faculty of Medicine,**
13. **ı) Chief coordinator: The faculty member responsible for the planning, execution and coordination of education and training programs in the Faculty of Medicine,**
14. **i) Deputy chief coordinator: The assistant of the faculty member determined as the chief coordinator,**
15. **j) Term: Each academic year of the Faculty,**

16. **k) Course board: Course groups that concern more than one branch of science, formed according to integrated subject headings in Periods I, II and III,**
17. **l) Term Coordinator: The faculty member who ensures the orderly conduct and coordination of education and training in the period for which he/she is responsible,**
1. r) Assistant Term Coordinator: The assistant of the faculty member determined as Term Coordinator,
2. s) Course Board Chair and Assistant: Faculty members assigned from among the Faculty of Medicine faculty members assigned to that board for each Course Board,
- t) Internship Manager: The Head of the Department where the internship is held or a faculty member assigned by him/her to the Department,
- u) Practical: Education related to the theoretical subjects within the scope of Course Boards, facilitating the understanding of these subjects and/or aimed at providing application and intellectual skills in medicine,
- r) Panel, conference and symposium Coordinator: The faculty member assigned by the Dean and responsible for the coordination of panels, conferences and symposiums to be held for students,
- s) Professional Skills Laboratory Coordinator (MBLS): The faculty member assigned by the Dean and working in the Department of Medical Education who coordinates the Professional Skills Laboratory with the relevant Term Coordinators,
- t) Multidisciplinary Laboratory Coordinator: The faculty member assigned by the Dean, The faculty member who makes the necessary arrangements for laboratory studies to be conducted by the departments and helps with their implementation,
- u) Faculty Student Representative: The student elected in accordance with the Firat University Student Council Directive,
- v) Graduate Tracking Unit: The unit chaired by the Secretary of the Faculty of Medicine, consisting of a student affairs officer and a graduate assigned by the faculty board, responsible for establishing continuous communication with Firat University Faculty of Medicine graduates and conducting research on the professional and social success of graduate students,
- y) ERASMUS Coordinator: The faculty member assigned by the Dean, who ensures coordination in cooperation with the Firat University Erasmus Program Director within the framework of the Erasmus Program, which is included in the European Union Education and Youth programs,

FARABI Coordinator: The faculty member assigned by the Dean who coordinates in cooperation with the Firat University Farabi Coordinatorship within the framework of the “Farabi Exchange Program”,

3. II) MEVLANA Coordinator: The faculty member assigned by the Dean who coordinates in connection with the Firat University Mevlana Coordinatorship for the MEVLANA student and faculty member Exchange Program,

mm) Continuous Medical Education Coordinator: The faculty member assigned by the Dean who is responsible for the planning, execution and coordination of the trainings to be organized for graduate students at the Firat University Faculty of Medicine,

Pre-graduate Education Measurement, Evaluation and Training of Trainers Commission: The commission that determines and develops objective measurement and evaluation methods in pre-graduate education, and also organizes trainer training courses to be given to faculty members, dd)

Problem-Based Learning Commission (PDÖK): The board established to determine the content of PBL applications in line with the aims and learning objectives of pre-graduate education programs, to create and develop the program, ee) Vocational Skills Training Commission: The commission

established to determine the content of pre-graduate professional skills training programs, to create and develop the program, ff) Scientific Research Education Commission: The commission that organizes and develops the pre-graduate education program of the medical school in order to ensure

that medical school students are familiar with research types and strategies, types of medical articles, their writing and publication methods, to develop their ability to read and understand articles, and to help them develop higher skills such as scientific thinking and analysis and synthesis, gg)

Communication Skills Commission: The commission established to provide training and consultancy services on communication skills to all medical school students, doctors and healthcare personnel within the framework of pre-graduate, post-graduate and continuing medical education

programs, hh) Medical Education Self-Evaluation Board (TEÖK): The board established to continuously and systematically evaluate and develop medical education and to contribute to its accreditation, ii) National Standards Working Groups: Defines the working groups established for

each of the three Medical Education Standards clusters.

CHAPTER TWO

Duties and Responsibilities of Pre-Graduation Education Commissions/Boards Article 4- (1) Firat University Faculty of Medicine Coordinators Board:

The Coordinators Board consists of the Dean as the chairman, the Vice Dean Responsible for Pre-Graduation Education, the Chief Coordinator, Assistant Chief Coordinators, Term Coordinators,

Assistant Term Coordinators and the Faculty student representative. The Faculty Board of Directors may change the members of the Coordinators Board when necessary. (Senate Approval Date: Decision No. 2021-2022/11.2 dated 19.01.2022)

2) Chief Coordinator: Ensures the regular execution of the duties and activities in Article 5 of this directive and the necessary coordination in the board's work. He/she is appointed by the Faculty Board of Directors for 1 (one) term upon the recommendation of the Dean. In cases where the chief coordinator is not on duty, one of his/her assistants acts as the Chief Coordinator. The Chief Coordinator whose term of office has expired may be reassigned to the same position.

3) Deputy Chief Coordinator: In order to assist the Chief Coordinator in the work of the Coordinators Board, 2 (two) Deputy Chief Coordinators are appointed by the Faculty Board of Directors for 1 (one) term upon the recommendation of the Dean. Deputy Chief Coordinators whose term of office has expired may be reassigned to the same position.

4) Term Coordinator: A faculty member who is selected from among the faculty members who have courses in that class for each class and is responsible for the functioning of the education and training of the term in which he/she is appointed. He/she is appointed by the Faculty Board of Directors for 1 (one) term upon the recommendation of the Dean. The Deputy Term Coordinator determined by the Chief Coordinator shall act as acting head coordinator until a new appointment is made for the Term Coordinator whose term of office has expired or who resigns before the term of office has expired. The Term Coordinator whose term of office has expired may be reassigned to the same position.

5) Deputy Term Coordinator: A faculty member who is selected from among the faculty members who have courses in that class for each class and assists the Term Coordinator in the education and training of the term in which he/she is appointed. 2 (two) Term Coordinator Assistants are appointed by the Faculty Board of Directors for 1 (one) term upon the recommendation of the Dean. They act as proxy for the Term Coordinator in the event of the Term Coordinator's absence. Term Coordinator Assistants whose term of office has expired may be reappointed to the same position. **6) Course Board Chairs and Assistants:** They are determined by the Vice Dean Responsible for Undergraduate Education for each board from among the faculty members who have a course in that board. They are responsible for the orderly execution of the education program during the term of the course board they are assigned to. Article

5- DUTIES OF THE COORDINATORS BOARD

It performs the following duties in order to plan, coordinate, supervise and evaluate education and training in line with the decisions taken by the Dean's Office and the Faculty Board in each academic year;

- 1) To ensure that education and training are planned regularly and in harmony with each other in line with the educational outcomes of the Faculty,
- 2) To ensure that education and training are carried out regularly in accordance with the academic calendar,
- 3) To conduct and report annual evaluations of education and training,
- 4) To prepare the education and training guide for the next academic year by the end of March at the latest, by obtaining the opinions of the Departments and Sciences, and to submit it to the Dean's Office,
- 5) To submit the proposal for changes in the program to the Dean's Office to be discussed in the Faculty Board in order to prevent disruptions in education and training in cases of necessity,
- 6) To determine the priority needs list for that year within the framework of the suggestions from the Departments and Sciences, to form opinions on the necessary course training tools, educational infrastructure, changes to be made in the regulations and guidelines in order to increase the quality of education, and to submit these opinions to the Dean's Office,
- 7) To organize, monitor academic and social services and career counseling services for students of the Faculty of Medicine, and to submit opinions on these issues to the Dean's Office,
- 8) To report any disruptions encountered in the execution of the program in the Education and Training Guide and to report solution suggestions to the Dean's Office,
4. 9) To cooperate with the Problem Based Learning (PBL) Committee, the Vocational Skills Education Committee and the Measurement Evaluation and Training of Trainers Committee when necessary,
- 10) To organize the preparation of laboratories and the execution of laboratory studies,
- 11) To evaluate the annual student and faculty evaluation reports for that year in the light of communication meetings and submit them to the Dean's Office within 1 (one) month following the end of the academic year,
- 12) To fulfill other duties related to education and training to be given by the authorized bodies of the Faculty

Working Method of the Coordinators Board: The Coordinators Board meets at least once a semester upon the invitation of the Chief Coordinator, discusses the issues on its agenda and presents the decisions taken to the Dean's Office. A rapporteur is elected at the first meeting of the Board and the rapporteur keeps the reports. A simple majority is sufficient for the Board to convene. Decisions are taken with a simple majority of the participants. Abstentions cannot be cast in the voting, and in the event of a tie, the President's vote counts as two votes. If members of the Coordinators Board do

not attend the meeting without an excuse, it takes the necessary initiatives. The Board may form sub-committees when necessary. All assignments for the establishment of sub-committees and their work are made by the Chief Coordinator. The sub-committees submit their work reports on the subject they are assigned to to the Chief Coordinator. The official correspondence of the decisions taken at the end of the Board is carried out by the Faculty Secretary of the Faculty of Medicine.

Article 6 - DUTIES OF THE TERM COORDINATOR

- 1) 1) To ensure that the program in the Education and Training Guide is carried out regularly,
- 2) 2) To prepare the course contents and arrangements for the course programs for the next academic year's education and training guide by working in harmony with the academic staff, course board chairs and internship managers for that term and present them to the coordinators board by the end of March each year at the latest,
- 3) 3) To determine the course boards, internship and internship period start and end dates and exam dates for the next academic year's education and training guide by the end of March each year at the latest and present them to the coordinators board,
- 4) 4) To ensure and supervise the compliance and participation of the academic staff, internship managers, panel manager, professional skills laboratory manager, problem-based learning manager to the education and training program,
- 5) 5) To supervise the regular attendance of the academic staff teaching the course and their registration in the student attendance chart.
- 6) 6) To report to the Board of Coordinators the problems encountered during the implementation of the program in the Education and Training Guide and the solution suggestions,
- 7) 7) To check the suitability of the physical and hardware conditions of the theoretical and practical work environments used in education and training,
- 8) 8) To take initiatives to provide educational materials in printed and virtual environments,
- 9) 9) To determine the weighted question distribution rates and number of questions for the Course Board, end-of-term, make-up and similar exams and to inform the relevant departments, accordingly, to ensure that the exam questions and answer keys reach the coordinatorship from the Departments at least two weeks before the exam date,
- 10) 10) To compile the exam question booklets and answer keys to be used in measurement and evaluation, to conduct technical examination before printing, to hold regulatory meetings with the participation of Department representatives when deemed necessary, to ensure that the exam booklets are duplicated and preserved until the exam day,

- 11) To ensure that the exams are held in accordance with the Firat University Faculty of Medicine Education and Examination Regulation; to prepare the exam venues, determine the exam invigilators, create the answer keys and ensure that the exam is conducted in a disciplined manner,
- 12) To ensure that the hall chairmen and exam invigilators are placed in the classrooms during the exams, to ensure the security of the exam and to solve any problems that may arise regarding the questions or exam documents during the exam,
- 13) To evaluate the exam results together with the Course Board Chair, to announce the results to the students, to ensure that the internship exam and internship evaluation results are announced by the relevant administrators and that these results reach the head coordinator and the Dean's Office within 3 (three) business days at the latest after the exam date,
- 14) To examine the written objections of the students regarding the measurement and evaluation and to decide together with the relevant faculty member and/or the relevant Department or Science academic boards, and in cases where no result is obtained, to report the issue to the Board of Coordinators,
- 15) To receive the evaluation results of the PBL applications within each course board from the PBL executives and submit them to the term coordinator,
- 16) To ensure that all activities (panels, case studies) within the course board and internships presentation, integrated session, conference, skill laboratory, institution visit, health education application, course, etc.) organization,
- 17) To ensure that the internships and intern program are carried out regularly and that intern reports are filled out, to report any problems that may occur in these matters to the Board of Coordinators when necessary,
- 18) To organize communication meetings attended by faculty members and students,
- 19) To ensure that all feedback surveys related to education and training, especially the Course Board and internship evaluation surveys, are conducted, to evaluate the success of education and training at the end of the academic year and to present the results to the Board of Coordinators,
- 20) To cooperate with faculty members, internship managers, panel manager, professional skill laboratory manager, problem-based learning chair, 21) To carry out other tasks assigned by the Dean.

Article 7 - DUTIES OF THE COURSE BOARD CHAIRMAN

- 1) To prepare the course contents and arrangements for the course programs for the next academic year, which will be included in the education and training guide of the next academic year, by the end of March each year at the latest, and to submit them to the Term Coordinator,
- 2) To work in cooperation and communication with the relevant Term Coordinator regarding the functioning of the Course Board,
- 3) To assist the Term Coordinator in ensuring that attendance is regularly taken by the academic staff assigned to the Course Board and that these are recorded in the student attendance chart,
- 4) To ensure that the Course Board program is carried out completely and regularly,
- 5) The Course Board Chair shall assist the Term Coordinator in compiling the theoretical exam questions of the relevant Course Board by requesting them in writing from the relevant departments, duplicating them in booklet form and keeping them safe until the exam day,
- 6) To ensure that the exam is conducted in an orderly manner by receiving the question booklets and documents of the board exams from the coordinator before the exam,
- 7) The Course Board Chair shall be responsible for the placement of the hall chairmen and exam invigilators in the classrooms and the order of the exam during the exam, inspecting the exam halls during the exam, or to ensure that any problems that may arise regarding the exam documents are resolved by forwarding them to the relevant Term Coordinator,
- 8) At the end of the exam, to receive all documents related to the exam, approved by the exam hall chair and exam invigilators, and to submit them to the relevant Term Coordinatorship in a sealed envelope, with a date and numbered report,
- 9) To assist the Term Coordinator in evaluating the exam results and calculating and announcing them correctly,
- 10) To gather the Course Board academic staff together with the Term Coordinators within two weeks after the Course Board ends, to make a general evaluation of the implemented Course Board, to prepare a draft program for the next education period by updating the subject headings and content and to submit it to the Term Coordinator,
- 11) To provide the coordinator with the necessary assistance in preparing make-up, end-of-term and make-up exams.
- 12) The Course Board Vice Chair assists the Course Board Chair in planning and executing the above duties.

Article 8 - DUTIES OF EXAM OFFICIALS

1. Each exam hall will have a hall president and as many exam invigilators as needed, determined by the relevant term coordinator and course board president. The hall president must be selected from among faculty members, and the exam invigilators must be selected from among research assistants. Except in cases of necessity and without the knowledge of the relevant term coordinator, it is strictly forbidden for exam invigilators to leave the exam hall, or to read newspapers, books, homework or exam papers during the exam. It is strictly forbidden for invigilators to have mobile phones, computers and any other electronic devices with them. Invigilators must be at the exam venue at least fifteen minutes before the exam time for all exams and must not leave their place of duty during the exam. If an invigilator

has an excuse that prevents him/her from acting as an invigilator on the specified date, he/she must notify the relevant term coordinator of his/her excuse in writing at least 3 (three) days before the exam date. Duties of the exam invigilators;

1. To be responsible for the security of the exam hall, to immediately report any negative developments that disrupt the exam security, such as cheating, etc. to the relevant term coordinator and to keep a report,
2. To immediately report any problems that may arise regarding exam documents and questions to the relevant term coordinator,
3. Exam invigilators shall determine the number of students taking the exam and ensure that the current students sign the attendance sheet,
4. To sign the exam report,
5. To count the following documents at the end of the exam and personally deliver them to the relevant term coordinator: Kendileri tarafından imzalanmış yoklama çizelgesi ve sınav tutanağı
 - a. a. Exam question papers
 - b. b. Exam answer papers
 - c. c. Blank question and answer papers
 - d. Other documents related to the exam.

Article 9 - DUTIES OF INTERNSHIP MANAGERS

Determine the teaching staff who will conduct theoretical and practical training, prepare the training program with the knowledge of the Department Head and submit it to the relevant Term Coordinator,

- 1. Ensure that the internship program is carried out completely and regularly,**
- 2. Supervise that attendance is regularly taken by the teaching staff who teach internships and that these are recorded in the student attendance chart,**
- 3. Form the oral exam juries at the end of the internship. Ensure that questions are provided by the teaching staff in the written exam application and that they are duplicated under appropriate conditions, determine the invigilators. Ensure that the internship exam is conducted regularly. When structured objective practical exams are planned, determine the officers in these exams, ensure that the exam is conducted appropriately, and be primarily responsible for the accurate calculation and announcement of the exam results,**
- 4. Announce the exam results within 3 (three) business days at the latest after the exam and report them to the Dean's Office,**
- 5. Ensure that surveys regarding internships are conducted and that the results are communicated to the Term Coordinators and the Department of Medical Education.**

Article 10 - DUTIES OF THE PANEL, CONFERENCE AND SYMPOSIUM MANAGER

To hold the panel, conference and symposium on the date and time specified in the course program,

2. To ensure that the necessary venue is organized for the implementation of the panel, conference and symposium and all kinds of coordination are carried out in a complete and orderly manner by communicating with the Term Coordinator,
3. To ensure the participation of all faculty members and students assigned to the panel, conference and symposium,
4. To notify the Term Coordinators in writing at least fifteen days in advance of the excuses of the participants who will not be able to attend the panel, conference and symposium and to ensure the change of participants.

Article 11 - DUTIES OF THE VOCATIONAL SKILLS LABORATORY DIRECTOR (MBLS)

1. 1. Work in harmony with MBLS, Chief Coordinator and Term Coordinator and attend Coordinator Board meetings when necessary,
2. 2. Determine the place, date and faculty members who will conduct the MBL applications that will be included in the education and training guide of the next academic year by the end of March each year and submit them to the Term Coordinator,
3. 3. Develop MBL applications, prepare and supervise the MBL program,,
 4. 4. To deliver the program related to MBL applications within the Course Board to the Term Coordinator on time,

5. 5. To ensure that the MBL application takes place on the date and time specified in the course program,
6. 6. To assist the Term Coordinator in arranging the physical environment where the MBL application will be carried out,
7. 6. To deliver the MBL application results received by the students to the Term Coordinator.

Article 12 - DUTIES OF THE MULTIDISCIPLINARY LABORATORY COORDINATOR

1. To make the necessary arrangements for laboratory studies to be conducted by the Departments as required by the program and to assist in their implementation,
2. To ensure coordination between the Term Coordinators and the relevant staff of the Departments that will benefit from the laboratories and to eliminate possible overlaps and disruptions in the program that may arise during the use of the laboratories,
3. To supervise the order and cleanliness of the laboratories and to report any disruptions detected to the Dean's Office,
4. To monitor the substances consumed in the laboratories and to request from the Dean's Office that they are available in sufficient quantities,
5. To take the necessary measures to ensure that the tools and equipment in the laboratories are ready for use at all times,
6. To determine the necessary tools and consumables for the new laboratory practices planned to be implemented by the Departments and to request from the Dean's Office to provide them,
7. To cooperate with the Term Coordinators in the organization of the laboratories to be used in practical and theoretical exams and to assist in the implementation of the exam by making the necessary preparations in line with the arrangements,
8. To perform other tasks assigned by the Dean.

Article 13 - DUTIES OF THE FACULTY STUDENT REPRESENTATIVE

The Faculty Student Representative is elected in accordance with the Fırat University Student Council Directive and is a natural member of the Coordinators Board during the academic year in which the election is made. He/she continues his/her duty until a new representative is elected in the next academic year.

The duties of the Faculty Student Representative are;

1. To convey the student problems, opinions and suggestions of the term he/she represents to the Term Coordinator and, if necessary, to the Coordinators Board,
2. To represent the students in student activities,
3. To cooperate with the Term Coordinator in the coordination of student activities,
4. To carry out other tasks assigned by the Dean.

Article 14 - DUTIES OF THE ERASMUS COORDINATOR

1. Within the framework of the ERASMUS Program, which is a part of the European Union Education and Youth programs, in cooperation with the Firat University ERASMUS Program Director, to provide academic consultancy to students and faculty members who will go and come from the Firat University Faculty of Medicine,
2. On behalf of the Firat University Faculty of Medicine, to manage the work and procedures of students and faculty members who participate in the program for teaching and internship purposes within the framework of the program and to make arrangements,
3. To carry out other tasks assigned by the Dean.

Article 15 - DUTIES OF THE FARABI COORDINATOR

1. To ensure coordination in connection with the Firat University FARABI Coordination Office within the framework of the “FARABI Exchange Program”, which is a Student and Faculty Member Exchange Program between Higher Education Institutions, to examine the compliance of the applications of students and faculty members who want to benefit from the exchange programs within the framework of this program with the procedures related to the program, to provide guiding advice to the candidate regarding the application process when needed.

2. To carry out other tasks assigned by the Dean

Article 16 - DUTIES OF THE MEVLANA COORDINATOR

1. To ensure coordination of the MEVLANA Student and Academic Staff Exchange Program in connection with the Firat University MEVLANA Coordination Office, to examine the compliance of the applications of students and academic staff who want to benefit from the exchange programs within the framework of this program with the procedures related to the program, to provide guiding advice to the candidate regarding the application process when needed.

- 2 To carry out other tasks assigned by the Dean.

Article 17 - DUTIES OF THE CONTINUING MEDICAL EDUCATION COORDINATOR

1. To organize and conduct congresses, symposiums, conferences, panels, courses and summer schools within the scope of professional education of students graduating from Firat University Faculty of Medicine or to support studies to be carried out in this direction.
2. To carry out other tasks assigned by the Dean.

ARTICLE 18 - DUTIES OF THE PRE-GRADUATE EDUCATION MEASUREMENT AND EVALUATION AND TRAINING OF TRAINERS COMMISSION

The commission consists of at least nine faculty members, including the faculty members of the Department of Medical Education and Biostatistics as natural members, and at least two student representatives. The commission members (excluding the student representatives) are appointed by the Faculty Board of Directors for 3 (three) terms upon the recommendation of the Dean. The commission elects a chair, a vice chair and a secretary from among its own members. The commission may invite other experts on the subject to meetings when necessary and may form sub-commissions. All assignments for the establishment and work of sub-commissions are made by the Dean upon the recommendation of the Commission Chair. A member whose term of office has expired may be re-appointed. The membership of a member who fails to attend 3 (three) consecutive meetings within a term without permission or excuse shall be terminated and a new member shall be elected in the same manner.

Duties and responsibilities of the commission;

- 1) To determine objective measurement and evaluation methods in pre-graduate education and to recommend them to the relevant boards,
- 2) To receive and evaluate student and educator feedback on pre-graduate education practices and to share the results with the relevant boards,
- 3) To provide consultancy and receive feedback on the measurement and evaluation of Continuous Medical Education programs,
- 4) To organize educator training courses to be given to faculty members and receive their feedback,
- 5) To evaluate the data obtained regarding measurement and evaluation and to submit a report to the Dean's Office,
- 6) To measure and evaluate the compliance of education programs with the aims and learning objectives of Firat University Faculty of Medicine Medical education and to submit the results to the Board of Coordinators,
- 7) To organize congresses, seminars, educational meetings, symposiums and workshops on educator training in medicine and measurement and evaluation and to cooperate with relevant associations for this purpose,
- 8) To review the reports on the professional and social success of graduate students created by the Graduate Tracking Unit and to submit them to the Dean's Office.

The working method of the Commission; The Commission meets at least twice each academic year. At the end-of-year meeting, he/she prepares the work reports for that academic year and the reports on the plans for the following year and presents them to the Dean's Office.

Article 19 - PROBLEM-BASED LEARNING (PBL) COMMISSION

1) The PBL Commission consists of at least seven faculty members, one of whom is the Head of the Department of Medical Education, and at least two student representatives. The members of the Commission (excluding the student representatives) are appointed by the Dean for 3 (three) terms by the Faculty Board of Directors upon the recommendation of the Commission. The Commission selects a chair, a vice-chair and a secretary from among its members. The Commission may form sub-commissions when necessary. All assignments for the establishment and work of the Sub-Commission are made by the Dean upon the recommendation of the Commission Chair. A member whose term of office has expired may be re-appointed. The membership of a member who does not attend 3 (three) consecutive meetings within a term without permission or excuse is terminated and a new member is elected in the same manner.

The duties of the PBL Commission are;

- 2) To determine the content of PBL applications in line with the purpose and learning objectives of the pre-graduate education programs of Firat University Faculty of Medicine, to create and develop the program,
- 3) To ensure that the scenario writing is appropriate for the purpose and objectives of the education program for each term in which the PBL application is planned. For this purpose, to invite faculty members from the departments related to scenarios, to form scenario writing groups and to guide the groups during scenario writing,
- 4) To ensure that PBL modules are implemented regularly and carried out on the date and time specified in the course program by working in harmony with the Term Coordinators,
- 5) To determine and implement the measurement and evaluation methods of the implemented modules together with the relevant Commissions,
- 6) To report the module evaluation results to the Term Coordinator, Measurement, Evaluation and Training of Trainers Commission,
- 7) To evaluate the student and faculty member feedback results of the modules,
- 8) To train PBL trainers to take part in PBL modules,
- 9) To evaluate the scenarios implemented at the end of each PBL module based on the feedback of the faculty members who participated in the application,
- 10) To determine the faculty members (PBL moderators) who will conduct the PBL sessions that will be included in the education and training guide of the next academic year by the end of March each year at the latest and to report to the Chief Coordinator,

- 11) To prepare annual plans and to submit activity reports to the dean's office at the beginning and end of each academic year, 11) to contribute to the organization of congresses, seminars, training meetings, symposiums and workshops on PBL.

Article 20 - DUTIES OF THE VOCATIONAL SKILLS TRAINING COMMISSION

The commission consists of at least seven faculty members, one of whom is the Head of the Department of Medical Education, and at least two student representatives. The commission members (excluding student representatives) are appointed by the Faculty Board of Directors upon the recommendation of the Dean for 3 (three) terms. The commission elects a chair, a vice-chair, and a secretary from among its members. The commission may invite other experts on the subject to participate in the work when necessary. The commission may establish sub-commissions when necessary. All assignments for the establishment and work of the Sub-Commission are made by the Dean upon the recommendation of the Commission Chair. A member whose term of office has expired may be reappointed. The membership of a member who fails to attend 3 (three) consecutive meetings within a term without permission or excuse shall be terminated and a new member shall be elected in the same manner.

Duties and Responsibilities of the Commission:

- 1) To determine the content of pre-graduate vocational skills training programs, to create, implement and develop the program,
- 2) To determine and implement measurement and evaluation methods for vocational skills training programs together with the relevant boards,
- 3) To receive, evaluate student and trainer feedback and share the results with the relevant boards by cooperating with the Measurement, Evaluation and Training of Trainers Commission,
- 4) To conduct, report and publish research on vocational skills training, 5) To communicate with other universities and training hospitals on vocational skills training and exchange ideas.

Working Method of the Commission The MBE Commission meets at least twice a semester upon the invitation of the president, discusses the agenda items and presents the decisions made to the Dean's Office. The Commission keeps meeting minutes for each meeting and presents them to the Dean's Office. At the end of each academic year, the Commission makes plans for the activities it

will carry out in the next academic year. It submits its annual plans and the work reports on its activities during the year prepared in the middle and at the end of the academic year to the Dean's Office.

Article 21 - DUTIES OF THE SCIENTIFIC RESEARCH EDUCATION COMMISSION

The commission consists of seven faculty members, at least one of whom is from the Department of Medical Education, and a medical school student representative. The commission (excluding student representatives) is appointed by the Dean and the Faculty Board of Directors for 3 (three) terms. A member whose term of office has expired may be reappointed. If a member fails to attend 3 (three) consecutive meetings within a term without permission or excuse, his/her membership will be terminated and a new member will be elected using the same method. Duties and Responsibilities of the Commission:

- 1) To determine new course content within the pre-graduate education program of the medical school within the scope of developing research education, to create a program and to propose it to the Dean's Office,
- 2) In line with the purpose and learning objectives of the pre-graduate education programs of the Firat University Faculty of Medicine, each year, while preparing the Education-Training Program of the Faculty of Medicine, to determine the content of the Article Hour course, which committees the course will be placed in, the selection of articles in a way that will create integrity with the committee, the faculty members who will take part in the article hour course, and to create the guides to be used by these faculty members,
- 3) To inform the faculty members about the Article Hour course at the beginning of the academic year, and to increase their pre-course experiences with practical applications,
- 4) To ensure that the physical environments of the classes where the courses will be held are properly prepared and to intervene in any disruptions that may occur,
- 5) To organize events such as student congresses, symposiums, research days, etc. planning and organizing activities,
- 6) Ensuring that faculty and student surveys regarding courses are implemented properly, working in collaboration with the Biostatistics Department, Measurement, Evaluation and Training of Trainers Commission to ensure that these surveys are evaluated,

7) Reshaping the trainings, course contents and selected articles to be given to faculty members each year as a result of feedback,

8) Storing all documents and data obtained within the scope of opened courses appropriately and ensuring that these results are published and shared with the entire faculty at certain intervals. The Commission's Working Method: The Commission meets at least 2 (two) times each semester during the academic year.

It may also hold additional meetings when necessary. The Commission keeps meeting minutes for each meeting and submits them to the Dean's Office. At the end of each academic year, the Commission makes plans for the activities it will carry out in the upcoming academic year. It submits its annual plans and the work reports regarding its activities during the year, which it prepares in the middle and at the end of the academic year, to the Dean's Office for discussion at the Faculty Board of Directors.

Article 22 - DUTIES OF THE COMMUNICATION SKILLS COMMISSION

The Commission consists of at least seven faculty members, one of whom is the Head of the Department of Medical Education, and at least two student representatives. The members of the Commission (excluding the student representatives) are appointed by the Faculty Board of Directors for 3 (three) terms upon the recommendation of the Dean. The Commission elects a chair, a vice-chair and a secretary from among its own members. The Commission may invite other experts on the subject to participate in the work when necessary. The Commission may establish sub-commissions when necessary. All assignments for the establishment and work of the Sub-Commission are made by the Dean upon the recommendation of the Commission Chair. A member whose term of office has expired may be reappointed. The membership of a member who fails to attend 3 (three) consecutive meetings within a term without permission or excuse shall be terminated and a new member shall be elected in the same manner. Duties and Responsibilities of the Commission:

- 1) Conduct research to develop pre-graduate and post-graduate communication skills training programs,
- 2) Determine the content of pre-graduate and post-graduate communication skills training programs within the scope of medical education goals and learning objectives, and create and implement the program,
- 3) Determine and implement measurement and evaluation methods for communication skills training programs,

- 4) Organize programs according to student and trainer feedback results,
- 5) Provide training and consultancy on communication skills,
- 6) Train trainers to take part in communication skills training,
- 7) Organize congresses, seminars, training meetings, symposiums, workshops on communication skills in medicine and cooperate with relevant associations and other relevant organizations, domestic and international civil society organizations for this purpose.

Working Method of the Commission

The Commission meets at least once per semester during the academic year; it may also hold additional meetings when necessary. The Commission keeps meeting minutes for each meeting and forwards them to the Dean's Office. At the end of each academic year, the Commission makes plans for the activities it will carry out in the upcoming academic year. They submit their annual plans and the work reports regarding their activities during the year, prepared in the middle and at the end of the academic year, to the Dean's Office..

Article 23 - DUTIES OF THE MEDICAL EDUCATION SELF-ASSESSMENT BOARD (TEÖK)

The Board consists of the dean, vice deans, the head of the Assessment, Evaluation and Training of Trainers Commission, the head of the Problem-Based Learning Commission, the Coordinator of Continuous Medical Education, the head of the Scientific Research Education Commission, the head of the Communication Skills Commission, the head of the Professional Skills Education Commission, the head of the medical education department, the Chief Coordinator, student representatives, the Faculty secretary and the national standards working groups appointed by the Faculty Board for 3 (three) terms, a graduate and a research assistant. The Dean and vice deans are the natural members of the Board. The Dean is the natural head of the Board. The Board elects a Board Coordinator and a Board Coordinator Assistant from among its own members. A member whose term of office has expired may be reappointed. The membership of a member who does not attend 3 (three) consecutive meetings without permission or excuse within a term will be terminated and a new member will be elected in the same manner. The Board Coordinator is primarily responsible to the Dean for the planning, execution, coordination and evaluation of the Board's work and the preparation of the Medical Education Annual Self-Assessment Reports. The Board meets at least once every 3 (three) months and when necessary upon the Dean's invitation. A civil servant is

assigned as the Board Secretary to write, archive and perform other duties of the Board's work minutes and decisions.

A working group is established for each of the three Medical Education Standards clusters, which are announced by the National Medical Education Accreditation Board (UTEAK) and grouped under nine headings.

Working Group 1: It is primarily responsible for the studies on the standard clusters titled “1. Aims and objectives”, “2. Education program” and “7. Educational resources and opportunities”.

Working Group 2: It is primarily responsible for the studies on the standard clusters titled “3. Evaluation of students”, “4. Students” and “6. Teaching staff”.

Working Group 3: It is primarily responsible for the studies on the standard clusters titled “5. Program evaluation”, “8. Management and execution” and “9. Continuous renewal and development”.

Each working group consists of 6 (six) faculty members, 3 (three) medical students and a research assistant. Each working group elects a group chair and a group vice chair from among its members. Student representatives are determined by the students; research assistants are determined by the research assistants (they can also be determined by another method). An administrative staff and a graduate can also be added to the working groups.

Duties of the working groups:

Each working group creates a sub-working group for each of the different target groups of the group. Each sub-group includes at least two faculty members and a student representative. Sub-working groups define the current status of the standard set they are assigned to in terms of all basic and development standards by conducting examinations or research when necessary; they determine deficiencies or inadequacies related to these standards and prepare recommendations to eliminate them. Sub-group working reports are presented to the working group to which they are affiliated as necessary but at least every 3 (three) months.

The Board Coordinator combines the working group reports received and in this way the Faculty's Annual Self-Assessment Report Draft is formed. The Coordinator presents the FUTF-Draft Self-Assessment Report to the Self-Assessment Board for discussion and finalization.

Medical Education Self-Assessment Report: It is prepared annually by the Self-Assessment Board and submitted to the Dean's Office in October. This report covers the evaluation of FÜTF Medical Education in terms of each of the current national and international standards, and the recommendations to be formed based on these evaluations. In the evaluation studies, the guiding questions and explanations that can be used to explain the status of meeting the standard prepared

and published by UTEAK are used as criteria. The report should include statements indicating the status of meeting the standard for each standard, together with the evaluations on which it is based. The report should mediate the continuous renewal and development of Medical Education with its evaluations, decisions and recommendations..

Article 24 – ENFORCEMENT

1. This Directive shall enter into force after the approval of the Firat University Senate. (Senate Acceptance Date: 28.04.2016 dated and 2015-2016/8.7 numbered decision)

Article 25-EXECUTION

1. The Dean of the Firat University Faculty of Medicine shall execute the provisions of this Directive.