



**MUĞLA SITKI KOÇMAN UNIVERSITY FACULTY of MEDICINE  
PHASE 1  
ENGLISH MEDICINE PROGRAM**

**2022/2023 Academic Year**

**Committee 3 GUIDEBOOK**

**Prepared By:**

**PHASE 1 COORDINATOR AND VICE-COORDINATORS**

# PREFACE

**Dear Students,**

Welcome to the phase 1 committee 3 which is an important part of your education.

This guide describes what you will learn and perform during your committee program, the rules you must follow in the committee, and the working conditions. We wish you all success with the belief that this guide will guide you through the committee.

**Phase 1 Coordinatorship**

## **GENERAL INFORMATION on COURSE**

### **TEACHING STAFF**

### **TEACHING METHODS-TECHNIQUES**

### **PHYSICAL SPACES**

## RELATED LEGISLATION

<http://www.tip.mu.edu.tr/tr/ilgili-mevzuat-6641>

## COMMITTEE CLASS HOURS DISTRIBUTION

LECTURES	Theoretical L.H.	Practical L.H.	Total L.H.
Medical Biochemistry	40	6	46
Medical Biology	12	2	14
Medical Genetics	6		6
Anatomy	23	11	34
Biostatistics	8		8
Biophysics	18		18
Professional Skills	2	2 (2x 2 Group=4)	4
<b>Committee Total</b>	109	21	
Social Responsibility Project	1	14	15
Occupational Health and Safety	14		14
Turkish *	14		14

Atatürk's Principles and History of Revolution*	14		14
Foreign Language I, II*	21		21
<b>Total</b>	<b>172</b>	<b>35</b>	<b>207</b>

## PHASE-1 / COMMITTEE-3 AIM(S)

1.	In this committee, it is aimed that the students comprehend the structures, classifications, metabolisms of proteins, lipids and enzymes and their disorders.
2.	In this committee, it is aimed that the students gain the necessary knowledge and skills about patient-physician communication and physical examination.

3.	In this committee, it is aimed that students have basic information about bones, joints and appendicular skeletal system and comprehend the place of anatomy in medical education.
4.	In this committee, it is aimed that the students comprehend the structure of the cell, its functioning mechanism, by associating it with the diseases that affect this mechanism.
5.	In this committee, it is aimed that students comprehend the diagnosis mechanisms of common genetic diseases.
6.	In this committee, it is aimed that the students comprehend the biostatistics topics and application areas.

## PHASE-1 / COMMITTEE-3 OBJECTIVE(S)

1.	To be able to recognize the structure of peptides and proteins, to be able to classify, to be able to explain synthesis and degradation.
2.	To be able to classify lipids and fatty acids, to be able to recognize their structure and properties, to be able to explain metabolism and metabolic disorders.
3.	To be able to explain the structures, classification, enzyme kinetics and enzyme inhibition of

	enzymes.
4.	To be able to define lipid determination methods
5.	To be able to explain the protein determination methods.
6.	To be able to explain the basic principles of patient-physician communication.
7.	To be able to explain the importance of communication
8.	To be able to explain physical examination methods
9.	To be able to explain the definition, history, and importance of anatomy in medical education.
10.	To be able to define the formations of the human body and anatomical terminology.
11.	To be able to describe the bones of the upper and lower extremities and the structures on the bones
12.	To be able to explain the general features of the joints
13.	To be able to recognize lower and upper extremity joints, joint types, ligaments and explain their functions.
14.	To be able to explain the substance transport and resting potential in the cell membrane.
15.	To be able to explain the electrical and chemical gradients of ions.
16.	To be able to define ion channels and HH channel model
17.	To be able to explain the structure and functions of DNA, RNA, and proteins.
18.	To be able to describe the molecular mechanisms in single gene diseases, multifactorial diseases, and cancer.
19.	To be able to explain the concept of inheritance
20.	To be able to explain the macromolecules and cell structure function
21.	To be able to explain the algorithm to be followed in the suspicion of single gene disease.
22.	To be able to group chromosomal abnormalities
23.	To be able to explain at a guiding level about prenatal diagnosis
24.	To be able to explain the indications of preimplantation genetic diagnosis
25.	To be able to identify the inheritance pattern by looking at the family tree
26.	To be able to define science and scientific research methods
27.	To be able to explain statistical tests used in scientific research.
28.	To be able to work in teams and produce solutions with instructors
29.	To be able to be aware of social responsibilities and contributing to their improvement

## PHASE-1 / COMMITTEE-3 INTENDED LEARNING OUTCOME(S)

1.	Can recognize the structure of peptides and proteins, can classify, can explain synthesis and degradation.
2.	Can classify lipids and fatty acids, can recognize their structure and properties, can explain metabolism and metabolic disorders.
3.	Can explain the structures, classification, enzyme kinetics and enzyme inhibition of enzymes.
4.	Can define lipid determination methods.
5.	Can explain the protein determination methods.
6.	Can explain the basic principles of patient-physician communication.
7.	Can explain the importance of communication.
8.	Can explain physical examination methods.
9.	Can explain the definition, history, and importance of anatomy in medical education.
10.	Can define the formations of the human body and anatomical terminology.
11.	Can describe the bones of the upper and lower extremities and the structures on the bones.
12.	Can explain the general features of the joints.
13.	Can recognize lower and upper extremity joints, joint types, ligaments and explain their functions.
14.	Can explain the substance transport and resting potential in the cell membrane.
15.	Can explain the electrical and chemical gradients of ions.
16.	Can define ion channels and HH channel model.
17.	Can explain the structure and functions of DNA, RNA, and proteins.
18.	Can describe the molecular mechanisms in single gene diseases, multifactorial diseases and cancer.
19.	Can explain the concept of inheritance
20.	Can explain the macromolecules and cell structure function.
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24.	Can explain the indications of preimplantation genetic diagnosis.
25.	Can identify the inheritance pattern by looking at the family tree.
26.	Can define science and scientific research methods.
27.	Can explain statistical tests used in scientific research.
28.	Can work in teams and produce solutions with instructors.
29.	Can be aware of social responsibilities and contributing to their improvement.

## RECOMMENDED RESOURCE(S)

KEY RESOURCE(S)



# **ASSESSMENT and EVALUATION**

**PHASE 1 COMMITTEE 3 EXAM SCHEDULE**

**PHASE 1 COMMITTEE 3 QUESTION DISTRUBITION**

**ASSESSMENT AND EVALUATION IN COMMITTEE EVALUATION EXAM**

**COMMITTEE EXAM SPECIFICATION TABLE**



## **COURSE CONTENT OF THE COMMITTEE**

**THE RELATIONSHIP WITH THE LEARNING  
OBJECTIVES AND THE ACTIVITY IN THE  
TRAINING PROGRAM**

**DUTIES and RESPONSIBILITIES OF  
STUDENTS and OTHER ISSUES**

1. Education in the faculty is carried out with an integrated system, the subjects and hours of which are arranged on the basis of coordination.
2. Education; In Phase I, Phase II and Phase III, it consists of common compulsory and elective courses with course committees conducted in an integrated system. In Phase I, Phase II and Phase III, one year is a whole and is considered as a single course, excluding common compulsory and elective courses.

## **LESSONS**

1. Each semester in the faculty's education program is a prerequisite for the next semester. Except for the common compulsory courses and elective courses, it is not possible to proceed to the next semester without completing all the courses, practices and courses of a semester.
2. Students who fail common compulsory and elective courses in Phase I, Phase II and Phase III continue to the next semester. However, students must be successful in these courses before starting Phase IV.

## **ECTS:**

1. The sum of course credits for an academic year is 60 ECTS.
2. In order to graduate from the Faculty of Medicine at the end of 6 years of education, the minimum graduation credit must be 360 ECTS and the overall grade point average must be at least 2.00.

## **OBLIGATION TO CONTINUE**

1. The principles regarding the attendance of students in Phase I, Phase II and Phase III are as follows:
2. Attendance at the faculty is compulsory. The follow-up method of attendance at the faculty is determined by the Dean's Office.
3. Each of the committees in Phase I, Phase II and Phase III are evaluated within itself. A student who does not attend more than 30% of the theoretical courses in these course committees, with or without an excuse, receives a zero grade from that course committee and cannot take the exam.
4. In Phase I, Phase II and Phase III, students who exceed 30% in all theoretical courses in a phase, whether or not they have an excuse for absenteeism, are not entitled to take the final and make-up exams. These students are given a TT grade.

5. With or without an excuse, a student who does not attend more than 20% of the total practical course hours of the department with 10 or more practical lessons is not taken to the practical exam of that department and the practice grade is evaluated as zero. In this case, the student is treated as having a score under the threshold from the practical exam separately.
6. With or without an excuse, a student who does not attend two hours of the practical courses of the department with less than 10 hours of practical lessons in a course committee is not taken to the practical exam of that department and the practice grade is evaluated as zero. In this case, the student is treated as having a score under the threshold from the practical exam separately.
7. Professional (vocational) skills practices are evaluated as a whole. If the total professional skills practices in a course committee are less than 10 hours, the student who does not participate in the 2 course hours, and if the total professional skills practices in the course committee are more than 10 hours, the student who does not attend more than 20% of the total course hours, the professional skills practice / application grade in that course committee is evaluated as zero. In this case, the student will be below the threshold in addition to the professional skills practice/practice exam.

## **RECOGNITION OF PRIOR EDUCATION**

1. Students apply to the Dean's Office with a petition **within the first week of the academic year** in order to have the courses they have taken and succeeded from other higher education institutions recognized and adapted.
2. In the petition, the courses they want to be exempted from and the grades they get from these courses are clearly stated. In the annex of the petition, documents approved by the official authorities regarding their previous education, the grades of the courses they have previously completed, and their content are submitted.

## **EVALUATION OF SUCCESS IN PHASE I, PHASE II, PHASE III EXAMS**

1. The following principles are followed in calculating the exam grades of the course committees:
2. Board exams are made as written exams and/or by using alternative methods such as homework/project. Exams can be conducted face-to-face and/or using digital facilities. In addition to the written exams, practical-practice and/or oral exams can be made by using face-to-face and/or digital facilities in the committees with practice. Different assessment

methods can be determined for problem-based teaching, vocational skills training and other similar training practices.

3. The total grade of practical courses and their distribution according to the courses, the grade weight of the vocational skills practices, problem-based teaching (PBL) and other similar education and examination practices and the distribution according to the boards are determined by the Phase coordinators in line with the content of the education-training program.

4. In a course committee exam, each course and practice/practice exam has its own threshold. The threshold limit is 50%. If the student gets a grade below 50% in one or more of the courses that make up the board in the course committee exam, the score difference between the score obtained in that branch and 50% of the total score of that branch is deducted from the total score of the exam, and the exam grade of that course committee is determined. For the courses whose number of questions is less than 5% of the total number of questions in that exam, the relevant phase coordinator may decide to combine the dam application. Theoretical and practical points of the courses that make up the course committee are added together, and the course board exam score is found.

5. If the result is negative in the calculation of the total score of the course committee, this score is evaluated as zero.

6. Phase committees average grade: To calculate the phase committees average grade point; The ECTS value of each committee in that period is multiplied by the coefficient of the letter grade received from that committee. The values found as a result of the multiplication are added together and the total value obtained is divided by the total ECTS value of these committees. The resulting average is displayed as two decimal places.

7. Course committees are made by using alternative methods such as end-of-Phase (final) and make-up exams, written exams and/or homework/projects. Exams can be conducted face-to-face and/or using digital facilities. In addition to the written exams, a practical (practice) and/or oral exam can also be conducted using face-to-face and/or digital facilities.

8. In order to be considered successful, it is obligatory to get at least 50 points from the course committees end-of- Phase exam or the course committees make-up exam.

9. The final grade of the course committees is the grade obtained by adding 60% of the average grade of the course committees and 40% of the grade received from the final exam. In the calculation of the final grade of the students who fails, the grade taken from the make-up exam is taken as a basis instead of the grade from the final exam. In order for the student to move up to the next grade, he/she must get at least 50 from the course committees end-of-



Phase exam or make-up exam, and The final grade of the course committees must be at least 60 out of 100.

10. The provisions of Muğla Sıtkı Koçman University Associate and Undergraduate Education Regulations published in the Official Gazette dated 27/8/2011 and numbered 28038 are applied in the conduct of common compulsory courses and non-TIP/MED coded elective/compulsory courses and in the evaluation of their exams.

### **RIGHT TO EXEMPTION FROM THE END OF PHASE (FINAL) EXAM**

1. Students with an average grade of 85 and above in the course committees and a score of at least 60 and above from each course committee are not required to take the end-of- Phase exam. The average grade of the course committees of the students who have the right to be exempted from the end-of- Phase exam is accepted as the end-of- Phase success grade of the course committees.

2. Students who want to take the the end-of- Phase exam, although they have obtained the right to be exempted from the end-of- Phase exam, must notify the Dean's Office in writing at least 7 days before the exam date. For students who take the end-of- Phase exam in order to raise their grades, the end-of- Phase exam score is taken into consideration when calculating the final grade of the course committees.

### **PHASE REPEAT**

1. A student whose end-of- Phase exam grade or make-up exam grade and course committees end-of-semester success grade is below the scores specified in this regulation is considered unsuccessful and failed in the class. These students repeat that semester one more time and retake the exams. In these repetitions, students are obligated to attend classes.

### **RESPONSIBILITIES**

1. They strive to make the classroom atmosphere nurturing to learning.
2. They are fair in their judgments about their friends and respectful of the existence of all people in the resolution of conflicts.
3. They respect cultural differences.
4. They are intolerant of all kinds of discrimination.
5. They maintain academic integrity and act accordingly.
6. They take an impartial attitude towards research, explain the results accurately, and state the studies and ideas that have been made or developed by others.

7. They act in a respectful and cooperative manner in interaction with all members of the healthcare team.
8. Take care of their appearance, be present in a professional and clean manner, and do not wear clothing and jewelry (jewelry, tattoos, or other symbols) that may interfere with the physical care of patients or communication with them.
9. They behave professionally in 9th grade classes, in clinical settings, in the way of speaking before the patient, reliability and appearance.
10. In their clinical practice, they always carry the university's identity or name badges on their aprons.
11. They introduce themselves to patients and their relatives as "**medical students**".
12. They participate in all clinical practices they are assigned to and inform the relevant people about their excuses in advance.
13. Respect the privacy of patients when interacting with them.
14. They consider confidentiality a fundamental obligation in patient care.
15. In their interaction with patients, instructors cannot act without their supervision or knowledge.
16. They keep all medical records related to patient care confidential and ensure that educational discussions about these records are held in accordance with the principles of confidentiality.
17. They report any illegal and unprofessional practices they observe to the authorities.
18. They make discussions about hospital staff and patients in a way that no one can hear except in common areas.
19. They treat patients and their relatives, as well as other members of the healthcare team, with respect and seriousness in their dialogue and discussion.
20. They know their limitations and seek help when their experience is insufficient.
21. During training and practice studies and exams, they do not make any unauthorized video, audio and similar recordings and do not share these recordings with third parties (including in social media, internet and similar environments), do not use or collect them for other purposes.
22. They act in accordance with the principles regarding attendance and other matters of Phase I, II and III students in the MSKU Faculty of Medicine Education-Training and Examination Regulations.
23. Students know the rules to be followed by students in MSKU Faculty of Medicine Pre-Graduation Education, students' responsibilities and duties and act accordingly.

24. Students know the issues in the Student Guides for MSKU Faculty of Medicine Student Laboratory Practices and act in accordance with these issues.

**Please read:**

1. The Rules to be Followed by Students in MSKU Faculty of Medicine Pre-Graduation Education, Students' Responsibilities and Duties
2. Student Guides for MSKU Faculty of Medicine Student Laboratory Practices

## **ENGLISH MEDICINE PROGRAM**

**Common Compulsory Courses English Medicine Program:** Foreign Language (English-German-French 1-2-3-4), Principles of Atatürk and Revolutionary History 1-2 (International Student: ATBY2801, ATBY2802), Turkish Language 1-2 (International Student: TDBY1801, TDBY1802), Introduction to Information & Communication Technologies (Names and codes of the lessons may differ slightly from year to year)

**MSKU Faculty of Medicine Education and Examination Regulations:** Students who fail common compulsory and elective courses in Phase I, Phase II and Phase III continue to the next semester. However, students must be successful in these courses before starting Phase IV.

**Compulsory Observation Training 1-2:** Students who successfully complete the Phase 1 do their compulsory observation training in a primary healthcare institution for ten working days during the summer or half year vacation period; Students who successfully complete Phase 2 do their compulsory observation training in a secondary or tertiary healthcare institution for ten working days during the summer or half year vacation period. Completing the observation trainings is a prerequisite for starting Phase 4. It is a prerequisite to pass the Occupational Health and Safety course in order to do the Compulsory Observation Training. Compulsory Observation Training Course is planned to come into effect in the 2023-2024 academic year.

**International students enrolled in the English Medicine Program:** Until Phase 4, the original document proving that they can speak Turkish at the B2 level, taken from the centers providing Turkish education (Turkish and Foreign Language Application and Research Center-TÖMER, etc.) accepted by YÖK, has to be submitted to the Dean's Office. Students who cannot meet the Turkish proficiency requirement cannot continue to Phase 4 until they have the prerequisite Turkish proficiency certificate.

**Courses Required Before Passing to Phase 4 of the English Medicine Program:** Foreign Language (English-German-French) 1-2-3-4, Principles of Atatürk and Revolutionary History 1-2 (Foreign Student: ATBY2801, ATBY2802), Turkish Language 1-2 (Foreign Student: TDBY1801, TDBY1802), Introduction to Information & Communication Technologies, Phase 1 Elective Course, Compulsory Observation Training 1-2, Turkish Proficiency Certificate specified in the regulation for international students (Names and codes of the lessons may differ slightly from year to year) (Register from the Student Information System and check your success at regular intervals.)

**Registration for Common Compulsory Courses and Elective Courses:** Students have to register for these courses themselves through the student information system and follow up all the courses that you have to achieve regularly through the student information system by entering the student information system at least once a week.

**Disclaimer:**

The information given in the guide above is for informing students only and does not have any legal status. Keep in mind that there may be changes over time due to the names of the courses, their codes, legal regulations, the decisions of board of coordinators, the decisions of the term coordinator and similar reasons.