



**MUĞLA SITKI KOÇMAN UNIVERSITY FACULTY of MEDICINE  
PHASE 3  
ENGLISH MEDICINE PROGRAM**

**2024/2025 Academic Year**

**Committee 4 GUIDEBOOK**

**Prepared By:**

**PHASE 3 COORDINATOR AND VICE-COORDINATORS**

# PREFACE

**Dear Students,**

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 3 Coordinatorship**

## GENERAL INFORMATION on COURSE

<b>Committee Information From</b>	
<b>Year</b>	Phase 3
<b>Name of the Committee</b>	Endocrine and Urogenital Systems
<b>Level of Course</b>	Licence
<b>Required/Elective</b>	Compulsory
<b>Language</b>	English
<b>Course Code(s)</b>	MED 3300
<b>Duration of the course</b>	6 weeks
<b>ECTS</b>	12

## TEACHING STAFF

<b>Phase Coordinator</b>	Assoc. Prof. Ercan Saruhan
<b>Vice Coordinators</b>	Assoc. Prof. Yelda Dere Assoc. Prof. Edip Güvenç Çekiç Asst. Prof. Dr. Gülçin Özkan Onur
<b>Committee Organizer</b>	Asst. Prof. Dr. Gülçin Özkan Onur
<b>Teaching staff of the Committee Program</b>	<p><b>Clinical Biochemistry</b> 1. Prof. Dr. İsmail Çetin Öztürk 2. Assoc. Prof. Dr. Ercan Saruhan</p> <p><b>Medical Pharmacology</b> 1. Assoc. Prof. Dr. Nesrin Filiz Başaran</p> <p><b>Medical Pathology</b> 1. Assoc. Prof. Dr. Yelda Dere 2. Assoc. Prof. Dr. Özgür İlhan Çelik</p> <p><b>Clinical Microbiology</b> 1. Asst. Prof. Dr. Burak Ekrem Çitil</p> <p><b>General Surgery</b> 1. Assist. Prof. Dr. Samet Şahin 2. Assist. Prof. Dr. Cenk Yazkan</p> <p><b>Medical Genetics</b> 1. Assoc. Prof. Dr. Evren Gümüş</p> <p><b>Pediatrics</b> 1. Asst. Prof. Dr. Gülay Can Yılmaz</p> <p><b>Radiology</b> 1. Assist. Prof. Dr. Rabia Mihriban Kılınc</p> <p><b>Internal Medicine</b> 1. Prof. Dr. Neşe Çınar 2. Prof. Dr. Gülhan Akbaba 3. Asst. Prof. Dr. Dilek Gibyeli Genek</p> <p><b>Urology</b> 1. Prof. Dr. Hasan Deliktaş 2. Assoc. Prof. Dr. İlker Akarken</p> <p><b>Gynecology and Obstetrics</b> 1. Prof. Dr. Burcu Kasap 2. Assoc. Prof. Dr. Melike Nur Akın 3. Assoc. Prof. Dr. Burak Sezgin 4. Assoc. Prof. Dr. Eren Akbaba 5. Asst. Prof. Dr. Fatih Pirinççi</p> <p><b>Undersea and Hyperbaric Medicine</b> 1. Assist. Prof. Dr. Serkan Ergözen</p>
<b>Physical spaces</b>	<b>Phase 3 Class</b> <b>Library of the Faculty of Medicine</b>

## TEACHING METHODS-TECHNIQUES

### Phase 3 Committee 4 Teaching Methods

<b>Theoretical</b>	
Classroom Lesson	+
Problem based Learning	+
<b>Practical</b>	
Laboratory Studies	+
Practical Bedside Trainings	+
Professional Skills	+
Structured free study hours	+

## PHYSICAL SPACES

<b>Classrooms and Study Areas</b>	<ol style="list-style-type: none"> <li>1. Faculty of Medicine Classroom-III</li> <li>2. Pathology Laboratory</li> </ol>
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## RELATED LEGISLATION

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

## COMMITTEE CLASS HOURS DISTRIBUTION

LECTURES	THEORETICAL	PRACTICAL	TOTAL
Medical Pharmacology	20	-	20
Medical Pathology	24	4 (x2 groups)	28
Clinical Biochemistry	16	-	16
Clinical Microbiology	4	-	4
Internal Medicine	14	-	14
Gynecology and Obstetrics	11	-	11
Urology	10	-	10
General Surgery	7	-	7
Radiology	1	-	1
Medical Genetics	4	-	4
Undersea and Hyperbaric Medicine	1	-	1
Pediatrics	2	-	2
Professional Skills	-	4	4
Clinical Skills	-	8	8
<b>TOTAL</b>	114	16	130

## AIM(S) of the COMMITTEE

1	The aim of this board is for students to learn the pathogenesis, genetics, symptoms, findings, diagnosis, treatment approaches and prevention methods of the most common endocrine and urogenital system diseases in the clinic.
2	The aim of this board is for students to acquire endocrine and urogenital system examination skills.

## OBJECTIVE(S) of the COMMITTEE

1.	To be able to explain the classification, mechanism of action, indications, contraindications and side effects of drugs that affect the endocrine and urogenital systems.
2.	Ability to explain endocrine and urogenital system biochemistry, endocrine tests, prenatal screening tests and urine biochemistry tests.
3.	To be able to explain microbiology laboratory approaches to diagnosis in urogenital system infections, appropriate sample selection, collection and transportation principles.
4.	To be able to explain the hyperbaric oxygen therapy approach in diabetic wounds.
5.	Ability to explain fluid electrolyte balance, disorders and treatment modalities
6.	Ability to perform child and adult genitourinary system examination, breast examination, thyroid gland examination, and eye examination.
7.	Ability to describe the functioning of pediatrics, internal medicine, urology, gynecology and obstetrics clinics
8.	Ability to evaluate direct urinary system radiography in accordance with its technique
9.	Ability to apply learned examination skills in the clinic
10.	To be able to explain the pathogenesis, genetic features, symptoms, clinical findings, diagnosis and treatment approaches of the most common endocrine and urogenital system diseases.

## INTENDED LEARNING OUTCOME(S)

1.	Explain the classification, mechanism of action, indications, contraindications and side effects of drugs that affect the endocrine and urogenital systems.
2.	Explain the biochemistry of the endocrine and urogenital systems, the characteristics of endocrine tests, prenatal screening tests and urine biochemistry tests.
3.	Explain microbiology laboratory approaches to diagnosis in urogenital system infections, and the principles of appropriate sample selection, collection and transportation.
4.	Can explain the hyperbaric oxygen therapy approach in diabetic wounds.
5.	Can explain fluid electrolyte balance disorders and treatment modalities.
6.	Can perform child and adult genitourinary system examination, breast examination, thyroid gland examination and eye examination.
7.	Can describe the functioning of pediatrics, internal medicine, urology, gynecology and obstetrics clinics.
8.	Can evaluate direct urinary system radiography in accordance with its technique.
9.	Can apply the learned examination skills in the clinic.
10.	Can explain the pathogenesis, genetic features, symptoms, clinical findings, diagnosis and treatment approaches of the most common endocrine and urogenital system diseases.

## RECOMMENDED RESOURCE(S)

<b>Recommended resources</b>	<ol style="list-style-type: none"> <li>1. Amy L. Leber: Clinical Microbiology Procedures Handbook, 4th Ed. 2016</li> <li>2. Klinik Mikrobiyoloji Yöntemleri El Kitabı, Lynne S. Garcia</li> <li>3. Physiology and Medicine of Hyperbaric Oxygen Therapy, Thom S. Neuman, Stephan R. Thom</li> <li>4. Oğuz Kayaalp - Akılcı Tedavi Yönünden Tıbbi Farmakoloji 1-2</li> <li>5. Medical Genetics 5th Edition</li> <li>6. Robbins Hastalığın Patolojik Temeli</li> </ol>
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# ASSESSMENT and EVALUATION

## Phase 3 Committee 4 Exam Schedule

**Theoretical Exam : 3rd Committee Theoretical Exam** 13 March 2025 Thursday

**Practical Exams:**

1. **Medical Pathology Practical Exam** 13 March 2025 Thursday
2. **Professional Skills Exam** 14 March 2025 Friday

## Phase 3 Committee 4 Question Distribution

<b>Board Lessons</b>	<b>Number of questions</b>
Medical Pharmacology	15
Medical Pathology	15
Clinical Biochemistry	11
Clinical Microbiology	3
Internal Medicine	10
General Surgery	5
Medical Genetics	3
Pediatrics	1
Undersea and hyperbaric Medicine	1
Radiology	1
Gynecology and Obstetrics	8
Urology	7
Problem Based Learning	10 points
Professional skills	6 points
Pathology Practice	4 points (8 questions)
<b>TOTAL</b>	<b>100</b>

**ASSESSMENT AND EVALUATION IN COMMITTEE EVALUATION EXAM**

<b>EVALUATION OF THE COMMITTEE EXAM</b>		
<b>Committee Applications</b>	<b>NUMBER</b>	<b>Value (%)</b>
<b>Practical Exam</b>	Medical Pathology 8 questions	4
<b>Problem Based Learning Session Evaluation</b>	1	10
<b>Professional Skills Exam</b>	1	6
<b>Committee Therotical Exam (Multiple Choice Exam-MCE etc. )</b>	At the end of each course committee, a "Course Board Exam" is held, which includes multiple-choice exam questions covering that course committee.	80
<b>Total</b>		<b>100</b>

**COMMITTEE EXAM SPECIFICATION TABLE**

	<b>Aim</b>	<b>Teachin g method</b>	<b>Evaluation method</b>	<b>Exam point distributio n</b>
1	Ability to explain the classification, mechanism of action, indications, contraindications and side effects of drugs that affect the endocrine and urogenital systems.	T	MCE	14
2	Ability to explain endocrine and urogenital system biochemistry, endocrine tests, prenatal screening tests and urine biochemistry tests.	T	MCE	14
3	Ability to explain microbiology laboratory approaches to diagnosis in urogenital system infections, appropriate sample selection, collection and transportation principles.	T	MCE	12

4	Ability to explain the hyperbaric oxygen therapy approach in diabetic wounds	T, P	MCE	12
5	Ability to explain fluid electrolyte balance, disorders and treatment modalities	T, P	MCE	12
6	Ability to perform child and adult genitourinary system examination, breast examination, thyroid gland examination, and eye examination.	T,PS	MCE	4
7	Ability to describe the functioning of pediatrics, internal medicine, urology, gynecology and obstetrics clinics	T,PS	MCE	4
8	Ability to evaluate direct urinary system radiography in accordance with its technique	T,PS	MCE	4
9	Ability to apply learned examination skills in the clinic	T	MCE	10
10	To be able to explain the pathogenesis, genetic features, symptoms, clinical findings, diagnosis and treatment approaches of the most common endocrine and urogenital system diseases.	T	MCE	14

**Faculty of Medicine  
English Medicine Program  
Phase 3  
Committee 4  
Competence Matrix**

Course	P O 1	PO 2	P O 3	P O 4	P O 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PO 13
Phase 3 Committee 4	5	5	2	3	1	1	3	1	2	1	1	4	4

\* Completed according to the following program outcomes. (Score from 0 to 5.)

PO: Program Outcomes of Faculty of Medicine

PO Link: <https://muweb.mu.edu.tr/tr/program-yeterlilikleri-6598?site=tip.mu.edu.tr>

## COURSE CONTENT OF THE COMMITTEE

Course Content	<p><b>Medical Pharmacology</b></p> <p>Introduction to endocrine system pharmacology  Hypothalamic and pituitary hormones  Thyroid and antithyroid drugs  Estrogen and progestins  Androgens  Adrenocorticosteroids, adrenocortical antagonists  Oral contraceptives and uterine motility drugs  Pancreatic hormones and antidiabetic drugs  Diuretics  Obesity treatment  Drug Use During Pregnancy  Experimental animals  Agents that affect bone mineral homeostasis</p> <p><b>Clinical Microbiology</b></p> <p>Laboratory diagnosis of genito-urinary system infections and evaluation of results</p> <p><b>Medical Pathology</b></p> <p>Introduction to urinary system pathology and glomerular diseases  Congenital, cystic and tubulointerstitial diseases of the kidney  Tumors of the kidney  Introduction to endocrine system pathology and benign diseases of the thyroid gland  Malignant diseases of the thyroid gland  Pathology of parathyroid glands  Diseases of the endocrine pancreas  Diseases of the adrenal gland  Diseases of the male genital system  Diseases of the prostate  Diseases of the bladder  Pathology of the breast diseases  Diseases of the vulva, vagina and cervix  Diseases of the uterus and endometrium  Diseases of the tuba and ovary  Diseases of the placenta</p> <p><b>Clinical Biochemistry</b></p> <p>Thyroid function tests  Adrenal gland function tests  Biochemistry of diabetes mellitus  Gonad function tests  Prenatal screening tests  Kidney function tests  Urine analysis and interpretation  Parathyroid function tests</p> <p><b>Medical Genetics</b></p> <p>Genetic approach to breast cancer</p>
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	<p>Genetic approach to gender ambiguity</p> <p>Infertility and genetics</p> <p><b>General Surgery</b></p> <p>Breast Diseases, Surgical Anatomy, Physiology, Symptoms and Clinical Findings</p> <p>Breast diseases examination and diagnosis methods</p> <p>Thyroid Diseases Symptoms and Clinical Findings</p> <p>Parathyroid Diseases Symptoms and Clinical Findings</p> <p>Benign diseases of the breast</p> <p>Malignant diseases of the breast</p> <p>Adrenal Diseases Symptoms and Clinical Findings</p> <p><b>Gynecology and Obstetrics</b></p> <p>Pregnancy Physiology</p> <p>Menstrual Cycle Physiology and Disorders</p> <p>Female Genital System Anatomy</p> <p>Embryology</p> <p>Introduction to Obstetrics, Symptoms and Signs</p> <p>Antenatal Care</p> <p>Introduction to Gynecology, Symptoms and Findings</p> <p><b>Urology</b></p> <p>Symptomatology, Physical Examination, Laboratory</p> <p>Non-specific Infections of the Urogenital System</p> <p>Endourology</p> <p>Congenital anomalies of the urinary system</p> <p>Diseases of prostate</p> <p>Obstructive uropathies</p> <p>Urolithiasis</p> <p>Urological Trauma</p> <p><b>Internal Medicine</b></p> <p>Renal Physiology</p> <p>History and symptoms in Kidney Diseases</p> <p>Physical examination and findings in kidney diseases</p> <p>Complete urine analysis</p> <p>Acid base balance and disorders</p> <p>Symptoms and diagnosis of pituitary diseases</p> <p>Approach to fluid-electrolyte disorders</p> <p>Approach to hematuria</p> <p>Approach to proteinuria</p> <p>Approach to high blood pressure</p> <p>Symptoms and diagnosis in thyroid diseases</p> <p>Symptoms and diagnosis of adrenal diseases</p> <p>Symptoms and diagnosis in calcium metabolism diseases</p> <p><b>Undersea and Hyperbaric Medicine</b></p> <p>Hyperbaric Oxygen Treatment for neurological diseases and decompression sickness</p> <p><b>Radiology</b></p> <p>Urogenital system radiology</p> <p><b>Professional Skills</b></p> <p>Genitourinary system examination</p> <p>Breast Examination, cervical examination</p> <p>Ophthalmoscopic Examination</p>
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	Anthropometric Measurements <b>Clinical Skills</b> Clinical Biochemistry General Surgery Obstetrics and gynecology Internal medicine/Endocrinology Internal medicine/Nephrology Urology Community based field practices
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## THE RELATIONSHIP WITH THE LEARNING OBJECTIVES AND THE ACTIVITY IN THE TRAINING PROGRAM

### COMMITTEE PROGRAM RELATION MATRIX WITH OBJECTIVES

	COURSE CONTENT	RELATED AIMS, OBJECTIVES AND ACHIEVEMENTS	Evaluation Method
	<b>Medical Pharmacology</b>		
1	Introduction to endocrine system pharmacology	1	T
2	Hypothalamic and Pituitary Hormones	1	T
3	Thyroid and antithyroid drugs	1	T
4	Estrogen and progestins	1	T
5	Androgens	1	T
6	Adrenocorticosteroids and adrenocortical antagonists	1	T
7	Oral contraceptives and drugs affecting uterine motility	1	T
8	Agents that affect bone mineral homeostasis	1	T
9	Pancreatic hormones and antidiabetic drugs	1	T
10	Diuretic agents	1	T
11	Obesity and its treatment	1	T
12	Drug Use During Pregnancy	1	T
13	Experimental animals	1	T
	<b>Clinical Microbiology</b>		

14	Laboratory diagnosis of genito-urinary system infections and evaluation of results	10	
	<b>Medical Pathology</b>		
15	Introduction to urinary system pathology and glomerular diseases	10	T, P
16	Congenital, cystic and tubulointerstitial diseases of the kidney	10	T, P
17	Tumors of the kidney	10	T, P
18	Introduction to endocrine system pathology and benign diseases of the thyroid gland	10	T, P
19	Malignant diseases of the thyroid	10	T, P
20	Pathology of parathyroid glands	10	T, P
21	Diseases of the endocrine pancreas	10	T, P
22	Diseases of the adrenal gland	10	T, P
23	Diseases of the male genital system	10	T, P
24	Diseases of the prostate	10	T, P
25	Diseases of the bladder	10	T, P
26	Pathology of the breast diseases	10	T, P
27	Diseases of the vulva, vagina and cervix	10	T, P
28	Diseases of the uterus and endometrium	10	T, P
29	Diseases of the tuba and ovary	10	T, P
30	Diseases of the placenta		
	<b>Clinical Biochemistry</b>	2,3	T
31	Thyroid function tests	2,3	T
32	Adrenal gland function tests	2,3	T
33	Biochemistry of diabetes mellitus	2,3	T
34	Gonad function tests	2,3	T
35	Prenatal screening tests	2,3	T
36	Kidney function tests	2,3	T
37	Urine analysis and interpretation	2,3	T
38	Parathyroid function tests	2,3	T

	<b>Medical Genetics</b>		
39	Genetic approach to breast cancer	10	T
40	Genetic approach to gender ambiguity	10	T
41	Infertility and genetics	10	T
	<b>General Surgery</b>		
42	Surgical anatomy, physiology, symptoms and clinical features of breast disorders	5	T
43	Examination and diagnosis in breast disorders	5	T
44	Symptoms and Clinical Features of thyroid disorders	5	T
45	Symptoms and Clinical features of parathyroid disorders	5	T
46	Benign disorders of the breast	5	T
47	Malignant disorders of the breast	5	T
48	Symptoms and Clinical Features of adrenal disorders	5	T
	<b>Gynecology and Obstetrics</b>		
49	Pregnancy Physiology	2,7	T
50	Menstrual Cycle Physiology and Disorders	2,7	T
51	Female Genital System Anatomy	2,7	T
52	Embryology	2,7	T
53	Introduction to Obstetrics, Symptoms and Signs	2,7	T
54	Antenatal Care	2,7	T
55	Introduction to Gynecology, Symptoms and Findings	2,7	T
	<b>Urology</b>		
56	Symptomatology, Physical Examination, Laboratory	2,3,7	T
57	Non-specific Infections of the Urogenital System	2,3,7	T
58	Endourology	2,3,7	T
59	Congenital anomalies of the urinary system	2,3,7	T
60	Prostate Diseases	2,3,7	T



61	Urogenital system traumas	2,3,7	T
62	Obstructive uropathies	2,3,7	T
63	Urolithiasis	2,3,7	T
	<b>Internal diseases</b>		
64	Renal Physiology	2,6,10	T
65	History and symptoms in Kidney Diseases	2,6,10	T
66	Physical examination and findings in kidney diseases	2,6,10	T
67	Acid-base balance and disorders	2,6,10	T
68	Symptoms and diagnosis of pituitary diseases	2,6,10	T
69	Complete urine analysis	2,6,10	T
70	Approach to fluid-electrolyte disorders	2,6,10	T
71	Approach to hematuria	2,6,10	T
72	Approach to proteinuria	2,6,10	T
73	Approach to high blood pressure	2,6,10	T
74	Symptoms and diagnosis in thyroid diseases	2,6,10	T
75	Symptoms and diagnosis of adrenal diseases	2,6,10	T
76	Symptoms and diagnosis in calcium metabolism diseases	2,6,10	T
	<b>Underwater Medicine and Hyperbaric Medicine</b>		
77	Hyperbaric Oxygen Treatment for neurological diseases and decompression sickness	4	T
	<b>Radiology</b>		
78	Urogenital system radiology	8	T
	<b>Professional Skills</b>		
79	Genitourinary system examination	9	O, P
80	Breast Examination General Surgery Neck Examination	9	O, P
81	Eye Examination	9	O, P
82	Anthropometric Measurements	9	O, P
	<b>Clinical Skills</b>		

83	Internal diseases	9	O, P
84	Urology	9	O, P
85	Gynecology and Obstetrics	9	O, P
86	Community based field practices	9	O, P

**Evaluation method:** Practical exam (P), Oral exam (O), Theoretical multiple choice exam(T)

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

## **EDUCATIONAL PROGRAM**

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 exam 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.