

**ALTINBAS UNIVERSITY**  
**FACULTY OF DENTISTRY EDUCATION AND TRAINING DIRECTIVE**

**PART ONE**  
**Purpose, Scope, Basis and Definitions**

**Objective**

**ARTICLE 1** - (1) The purpose of this Directive is to regulate the procedures and principles regarding the education-training activities, student affairs and exams carried out at Altınbaş University Faculty of Dentistry.

**Scope**

**ARTICLE 2** - (1) This Directive; It covers the provisions regarding student admission and registration procedures, education and training and exams for the program carried out at Altınbaş University Faculty of Dentistry.

**Basis**

**ARTICLE 3** - (1) This Directive has been prepared based on Article 14 of the Higher Education Law dated 4/11/1981 and numbered 2547 and additional Article 104 of the Law on the Organization of Higher Education Institutions dated 28/3/1983 and numbered 2809.

**Definitions**

**ARTICLE 4** - (1) In this Directive;

- a) Faculty Altınbaş University Faculty of Dentistry,
- b) Faculty Board: Altınbaş University Faculty of Dentistry Faculty Board,
- c) Faculty Board of Directors: Altınbaş University Faculty of Dentistry Board of Directors,
- d) Senate: Altınbaş University Senate,
- e) University Refers to Altınbaş University.

**PART TWO**  
**Principles on Registration, Admission and Education**

**Registration and admission**

**ARTICLE 5** - (1) In Altınbaş University Faculty of Dentistry, student quotas for enrollment and admission are determined by the Board of Trustees upon the recommendation of the University Board of Directors and approved by the Higher Education Council in accordance with Article 18 of the Regulation on Foundation Higher Education Institutions published in the Official Gazette dated 31/12/2005 and numbered 26040.

(2) Foreign students are admitted according to the principles determined by the Council of Higher Education.

**Student shape**

**ARTICLE 6** - (1) Only full-time students are accepted to Altınbaş University Faculty of Dentistry.

**Teaching duration**

**ARTICLE 7** - (1) The normal education period of Altınbaş University Faculty of Dentistry, excluding the foreign language preparatory class, is five years; the maximum education period is eight years. For students who are suspended from the University for a certain period of time, the period of suspension is counted from the above-mentioned education period.

**Language of instruction**

**ARTICLE 8 -** (1) The language of instruction at Altınbaş University Faculty of Dentistry is English (30%) and Turkish (70%).

**Foreign language proficiency exam and exemption**

**ARTICLE 9 -** (1) The foreign language preparatory program is conducted according to the provisions of Altınbaş University English Preparatory Program Regulation.

(2) Students of our faculty who complete the English preparatory education in half semester are suspended for 1 semester upon their request.

(3) Students who wish to continue their undergraduate education after completing the English preparatory education in the semester may continue their education by taking only elective courses and/or compulsory common courses. Students in this situation cannot take prerequisite courses.

(4) Foreign students of the Faculty are required to bring a Turkish proficiency certificate before the start of the 3rd year 5th semester, in which the courses are given in Turkish and clinical patient treatments begin. This document must be a document from the language centers of universities showing that you have completed the B2 level.

**Curriculum**

**ARTICLE 10 -** (1) The curriculum consists of lectures, laboratory, clinical/practice, graduation project, seminar and similar studies. The distribution of courses is organized both semesterly and annually. The ECTS credit load of a course is a value created by the department offering the course based on the workload calculation of the course and recommended as 60 ECTS for each year of the curriculum. The scope, content and changes regarding the curriculum are prepared by the relevant department and decided by the Senate upon the proposal of the Faculty Board.

(2) Courses are divided into two groups: compulsory and elective courses. Elective courses constitute 10% of the 300 ECTS 45k3re9d4 that must be completed during the program. While the courses in the first and second years of the program provide the student with knowledge about the basic fields of medicine and dentistry, the courses in the third, fourth and fifth years are aimed at providing the knowledge, skills and competencies related to the profession of dentistry.

(3) Students who have fallen behind in their normal programs and want to complete their courses, who want to repeat courses in order to raise their grades, can increase their semester course load by 1 course with the condition that their GPA is at least 2.00 and with the approval of the advisor, 2 courses with the condition that their GPA is more than 2.50 and with the approval of the advisor, and up to 3 courses with the condition that their GPA is more than 3.00 and with the approval of the advisor.

(4) Students who started their education in the 2016-2017 academic year receive different credits according to the university education and training regulations of that year, provided that their GPA is at least 2.00, 2.50 and 3.00 and with the approval of their advisor. The credits according to the success status of the student are as in the table.

CLASS	SEMESTER	ECTS	GNO2.00 Above ECTS	GNO2.50 Above ECTS	GNO3.00 Above ECTS
1	1	36	41	45	50
1	2	24	29	33	38
2	3	36	41	45	50
2	4	24	29	33	38
3	5	54	59	63	68
3	6	6	11	15	20
4	7	53	58	62	67
4	8	7	12	16	21
5	9	49	54	58	63
5	10	11	16	20	25

**Registration renewal and course taking**

**ARTICLE 11 -** (1) At the beginning of each semester, students must renew their registration by paying their tuition fees and having their course schedules approved by their advisors within the periods announced in the academic calendar. Students are responsible for the entire registration renewal process and are obliged to register themselves. Students who do not renew their registration within the periods specified in the academic calendar cannot benefit from student rights, attend classes and take exams in that academic year. However, the Board of Directors decides to renew the registration of the student who has a justified and valid excuse among those who do not renew their registration within the deadline (health problem specified in the health report, 1st degree loss of relatives, visa problems of foreign students...); provided that he / she

applies with a petition stating his / her excuse until the deadline for late registration with excuse specified in the academic calendar.

(2) The prerequisite theoretical and practical courses approved and announced by the Faculty Board in each academic year in dentistry education are the complementary courses of the previous year and the preparatory courses of the following year. Prerequisite courses are regulated and determined by the Faculty Board.

(3) A class pass system is applied in the Faculty of Dentistry. Students who are not successful in all of the prerequisite courses given at the Faculty cannot continue to the next grade and repeat the courses they failed. In addition, students who are not successful in all of the compulsory practical courses cannot continue to the next grade and repeat the failed courses. Students who fail prerequisite courses and/or compulsory practical courses can only take common compulsory Higher Education courses and elective courses from the next year.

#### **Continue class**

**ARTICLE 12 -** (1) Students are obliged to participate in every course, clinical practice and laboratory study, as well as the exams and academic studies required by them or deemed necessary by the relevant department board.

(2) Students must attend all the theoretical courses. However, for whatever reason, students who do not attend more than 30% of the theoretical courses are not taken to the semester / year-end exam from that course and courses.

(3) Students who do not participate in more than 20% of clinical studies and other practices and who fail to complete all of their practical assignments successfully are not taken to the semester / year-end exam of that course or courses.

### **PART THREE**

#### **Examination and Evaluation Principles**

#### **Exams**

**ARTICLE 13 -** (1) In the courses offered at the Faculty, quizzes, midterm exams and final exams are written and/or oral. Midterm and final exams are held on the dates and at the place specified in the academic calendar. Quizzes can be held without setting a date in advance and without informing the students.

(2) For each theoretical course, at least one theoretical and/or practical midterm exam is held each semester. Midterm exam dates are announced by the department chair or dean's office within the first month of the semester. Changes in the midterm exam dates are realized with the approval of the department chairmanship or dean's office. In determining the student's score in the academic year; homework, laboratory, short-term exams and clinical studies are evaluated and their rates are determined by the relevant department and approved by the Faculty Board.

(3) The type, type, quality and number of applications on the patient in clinical studies of dentistry are determined by the decision taken in the department and approved by the Faculty Board. In the practical applications of the faculty, it is compulsory for the student to complete and submit a certain number of practical studies each semester within the given time. Student department

cannot take the final and make-up exams if they cannot successfully complete the practical studies required by the branch.

(4) A student cannot be given more than two final exams in one day. In case of necessity, exams can be held outside of working hours and on weekends.

### **Examination Principles**

**ARTICLE 14 -** (1) Exams are held between the dates specified in the academic calendar.

(2) Students who cannot take the midterm exams for justified and valid reasons must notify the dean's office in writing within seven working days following the end of their excuse. Students whose excuses are found justified and valid by the board of directors use their midterm exam rights on a date to be determined by the instructor. Exams taken during the report period are considered invalid. No excuse is accepted for the year-end exams.

(3) Students who want to improve their grades as a result of the midterm exam are given a grade improvement exam. This exam can be applied for students with a grade below 70. This grade replaces the lowest midterm grade of the related course.

(4) Students who cannot complete their practical studies can take the make-up exam by completing their deficiencies in the summer semester.

### **Basis for evaluation**

**ARTICLE 15 -** (1) The weight of in-year exams and other studies in the year grade is less than 30%, cannot be more than 70%. This rate is evaluated by the decision of the Faculty Board.

(2) The theoretical and / or practical parts of the end-of-year exams of the courses with practice are evaluated separately. In these courses, the student's success grade is averaged by evaluating the theoretical and practical grades together. In order for the student to be successful in that course, it is compulsory to get a grade of 50 and above from the theoretical and practical parts separately. In the make-up exam, the student takes the exam only from the failed section.

(3) Students who have only one course left for graduation take the single course exam to be opened after the make-up exam in order to graduate.

### **Notes**

**ARTICLE 16 -** (1) Students are given a letter grade for each course they take from the numerical values of the grades given by the relevant instructor, taking into account the practice, laboratory and similar studies, exams and academic activities during the semester / year. Success grades and their coefficients are given below:

#### **Letter Grade Grade Intervals Success Grade**

AA	88-100	4.0
BA	80-87	3.5
BB	73-79	3.0
CB	66-72	2.5
CC	60-65	2.0
DC	55-59	1.5
DD	50-54	1.0
FF	0-49	0.0 Failure (Failure to pass the final exam)
NA	0	0.0 Failure (Due to absenteeism, the right to take the year-end exam non-winner)

### **Appeal against exam results**

**ARTICLE 17 -** (1) Students may object to the results of midterm or final exams by applying to the Dean's Office of the Faculty within three business days following the announcement of the results in terms of material errors.

(2) Appeal petitions are sent to the relevant instructor and finalized within seven working days at the latest.

(3) Any changes to the announced grades can only be made with the approval of the Faculty Executive Board.

**PART FOUR**  
**De-registration, Temporary Withdrawal, Graduation Grade and Diplomas**

**Record deletion**

**ARTICLE 18** - (1) According to the provisions of the Student Disciplinary Regulation of Higher Education Institutions published in the Official Gazette dated 18/8/2012 and numbered 28388, the registration of the student who is sentenced to expulsion from the university is deleted by the decision of the Faculty Executive Board.

(2) A student may also wish to leave the University voluntarily. This student must personally apply to the Dean of the Faculty with a petition. This request is examined and decided by the Faculty Administrative Board.

(3) Students who are dismissed from the University are given a document showing their educational status upon request.

**Temporary separation**

**ARTICLE 19** - (1) Upon the student's request, he/she is allowed to interrupt his/her education for one or two semesters with the decision of the Faculty Executive Board / Senate

(2) A student may request more than one temporary leave of absence. However, the period of temporary leave cannot be more than four semesters in total.

(3) Temporary leave of absence is not included in the normal and maximum teaching period.

**Graduation grade**

**ARTICLE 20** - (1) Students who complete the faculty program must have a GPA of at least 2.00 out of 4.00 in order to graduate. At the end of a semester, those who have at least a normal course load and a grade point average of 3.00-3.49 at the end of that semester are considered semester honor students, and those between 3.50-4.00 are considered semester high honor students. The list of these students is announced at the end of each semester.

**Diplomas**

**ARTICLE 21** - (1) Students enrolled in the faculty who pass the exams of all the courses in the first two years, if they do not continue their education, are awarded an associate degree diploma in basic sciences; those who successfully complete the five-year dentistry education program are awarded a master's degree in Dentistry and the title of Dentist.

**PART FIVE**  
**Miscellaneous and Final Provisions**

**Cases where there is no provision**

**ARTICLE 22** - (1) In cases where there are no provisions in this Directive, Altınbaş University Associate and Undergraduate Education Regulations and other relevant legislation provisions are applied.

**Enforcement**

**ARTICLE 23** - (1) This Directive enters into force on the date of its publication, effective from the beginning of the 2017-2018 academic year. Paragraph 4 of Article 9 is valid starting from the students who will enroll in the Faculty starting from the 2019-2020 Academic Year.

**Execution**

**ARTICLE 24** - (1) The provisions of this Directive shall be executed by the Rector of Altınbaş University.

Meetings where the Amendment to the Directive was Adopted			
Relevant Board	Date of Decision	Number of Decision	
Senate	18/08/2017	2017/11	
Board of Trustees	13/09/2017	2017/08	
Senate	25/09/2018	2018/11	
Board of Trustees	04/10/2018	2018/09	
Senate	24/12/2019	2019/14	
Board of Trustees	09/01/2020	2020/01	
Senate	11.11.2022	2022/13	
Board of Trustees	18.11.2022	2022/11	
Senate	23.05.2023	2023/07	
Board of Trustees	17.08.2023	2023/06	