

**KOÇ UNIVERSITY SCHOOL OF MEDICINE  
DIRECTIVE CONCERNING SPECIALIZATION AND MINOR PROGRAMS**

**SECTION ONE  
Purpose, Coverage, Basis, and Definitions**

**Purpose and Coverage**

**Article 1.**

- a) This directive has been prepared to regulate the education and working principles of major and minor medical field specialization students working at Koç University School of Medicine.
- b) This directive covers the duties, rights and responsibilities medical specialization students, and the execution, monitoring and the evaluation of the training in medical specialization.

**Basis**

**Article 2.**

This directive has been prepared based on the Regulation for Specialization Training in Medicine and Dentistry concerning medical specialization training at Koç University School of Medicine, as published on the Official Gazette number 28983 of April 26<sup>th</sup>, 2014.

**Definition and Abbreviations**

**Article 3.**

The terms that appear in this directive shall mean the following;

- a) Unit: The department providing specialization training in medicine,
- b) Core curriculum: the minimum curriculum that must be part of the program for completion of the specialization training, and that every specialization in medicine student must take during their training in the relevant field,
- c) Dean: The Dean of Koç University School of Medicine,
- d) Office of the Dean: The Office of the Dean of Koç University School of Medicine,
- e) Instructor: The faculty member with the authority to provide specialization training,
- f) Expanded curriculum: The educational curriculum that also includes the core curriculum, proprietary to the School,
- g) School: Koç University School of Medicine,
- h) Program: The functional structure, which was established by one or more institutions, featuring the educational standards aimed for the training of a specific specialization field, and covering the core curriculum,
- i) Program director: The instructor responsible for coordination of the education/training in the relevant program (the head of department in major specialization training programs, the head of the division in minor specialization training programs),
- j) Thesis advisor: The faculty member directing the thesis of the specialization student,
- k) Examination: The examination for completing specialization in medicine,
- l) Rotation: The mandatory training that the student must complete during the period of specialization training as established by a board outside of their field.
- m) Specialization in medicine training: The graduate level education featuring the theoretical training and practical applications required to specialize by acquiring special authority and skills in the fields of specific medical sciences.
- n) PCTC: Postgraduate Clinical Training Committee (TUYEK: Koç University Specialization in Medicine and Minor Field Training Committee),
- o) Specialization student: Individuals who have been placed according to the provisions of the Regulation to receive specialization training,
- p) Specialization in Medicine Board (TUK): Board established within the Ministry of Health to make decisions concerning specialization training,
- q) Directive: Koç University School of Medicine Directive Concerning Specialization,
- r) Regulation: Regulation for Specialization Training in Medicine and Dentistry,
- s) School Executive Board: Koç University School of Medicine Executive Board.

## **SECTION TWO**

### **Specialization in Medicine Students**

#### **Duties, Rights and Responsibilities of Medical Specialization Students**

##### **Article 4.**

- a) Fulfilling research and practice related activities, which have been specified in the specialization training report card,
- b) Fulfilling the public services required by their education, as well as providing other legally required services, including doing the shifts organized by the department not to exceed one every three days, in case of valid excuse executing the change in timetable change in conformity with procedure and in writing, not leaving the post of the shift without transferring the duty,
- c) Completing specialization area related duties assigned by program directors, attending undergraduate level practical medical educational applications under the monitoring and supervision of the faculty members of the relevant department in education, working as proctors in examinations,
- d) Participating in post-graduate courses, seminars, literature or case presentations, and in other educational activities as determined by the relevant unit,
- e) Attending undergraduate level educational activities when deemed necessary,
- f) Following all ethical and deontological rules in all duties they undertake.

##### **Article 5.**

Specialization students cannot start their own medical practice, and cannot be employed in any fashion, whether remunerated or not, apart from situations required by the specialization training. Medical specialization students who are discovered to be working in this fashion shall be dismissed from specialization training.

##### **Article 6.**

The expanded curriculum of specialization training shall be prepared by the relevant department to cover the core curriculum formed by the Specialization in Medicine Board.

##### **Article 7.**

- a) Each department and Koç University Hospital shall organize an orientation program for medical specialization students who have just started working.
- b) The medical specialization student shall complete the Sexual Harassment Awareness e-training, Occupational Health and Safety Training, Training on SGK Legislation, CP Clinical Portal Training which are required at Koç University.
- c) The medical specialization student shall be responsible for following and complying with announcements by the office of the dean of Koç University School of Medicine, and by Koç University President's office.

## **SECTION THREE**

### **Specialization Training**

#### **Curriculum for Specialization Training**

##### **Article 8.**

The expanded specialization training curriculum shall be prepared by the relevant department to include the core curriculum established Specialization in Medicine Board.

#### **Report Card for Specialization Training**

##### **Article 9.**

- a) For each medical specialization student starting their education, an (electronic) report card suitable for the expanded curriculum shall be created. The parts of the education and training in the report card belonging to the core curriculum must be completed during the period of specialization training. Competence levels achieved by the specialization in medicine students shall be marked in the report card throughout their training.

- b) The program director shall check the specialization training report cards once every six months, and the student shall be made to complete any missing items, before deadlines.
- c) Those who complete their specialization training shall be given an approved copy of the education/training report cards.
- d) The medical specialization student and the relevant instructors shall be responsible for the completion of the report card.

## **Durations of Training and Rotations**

### **Article 10.**

- a) The specialization student shall complete the mandatory rotations as established by the Specialization in Medicine Board.
- b) The curriculum taught in the rotation is established mutually by the academic boards of the department where the specialization training is held, and that of the department where the rotation is happening.
- c) The training that the specialization student received in the rotation shall be evaluated on the report card for specialization training.
- d) If the rotation is not completed within the School for any reason, upon the proposal of PCTC and by School Executive board decision, it may also be held outside of the school with proper justification, if the academic boards of the relevant departments view this favorably.
- e) Upon the request of the specialization student and if the academic board deems it necessary, upon the approval of the academic board of the department where the rotation is to take place, rotations outside of mandatory ones can be done. However, this rotation cannot be the basis of extending the duration of the specialization training.
- f) The durations of specialization training and of mandatory rotations outside the unit are established by Specialization in Medicine Board. Except for yearly leave and leave provided for scientific meetings, leave durations not actively spent in the specialization training (medical leave, unpaid leave, compassionate leave, reports before and after birth, etc.) do not count toward the specialization training, and shall be added to the duration of the specialization training.
- g) Specialization in medicine students must complete their mandatory rotations determined by the Specialization in Medicine Board within three months before the end of the legally permitted specialization training duration.

### **Article 11.**

In case of failure the rotation training is repeated, and this duration is added to that of the specialization training. If the student also fails the repeated rotation training, it shall be repeated one last time in another institution and its duration shall be added to that of the specialization education. The student who fails this as well shall be dismissed from specialization training.

### **Article 12.**

If students of specialization in medicine must do a rotation in a field they specialize, they shall be considered to have completed that rotation.

### **Article 13.**

Rotations inside the unit, and their durations shall be established by the academic board of the department or division, according to educational requirements.

## **Scientific Activities and Research**

### **Article 14.**

- a) Specialization students shall prepare and deliver seminars, present and discuss articles appearing in international indexes.
- b) Throughout their education, students shall be provided with opportunities to attend scientific meetings such as congress and symposia. The order of participation to these meetings shall be determined fairly among current students in a manner that shall not disrupt the provision of services.
- c) Throughout their specialization training, students shall be encouraged to plan and conduct research other than their theses.
- d) Scientific meetings students attend and research they participate in shall be recorded on the report card.

## **Specialization Thesis and Evaluation**

### **Article 15.**

- a) The thesis advisor is assigned by the academic board during the first year of the specialization training, and before the first half of the training is complete, the thesis advisor and the specialization student shall decide on the topic and title of the thesis. The thesis topic and title shall be presented to the academic board, and once approved, shall be communicated to the office of the dean.
- b) The Ethical Board shall approve the thesis work for which the topic, the title, and the research method have been established.
- c) If changes are made to the thesis advisor, the thesis topic, thesis title or the research method, the situation shall be notified along with the academic board decision to the office of the dean and to the Ethical Board for approval.
- d) Thesis work shall be monitored by the thesis advisor. Once every three months, the thesis progress report shall be prepared. One copy shall be sent to the academic board, and another copy to the PCTC.
- e) As much as the conditions allow, the theses shall involve work that is innovative and progressive.
- f) Thesis progress reports shall be written in full and submitted to the thesis jury, three months before the completion of specialization training.
- g) The thesis jury shall be made up of three permanent members, one being the thesis advisor; and two backup members. At least one of the permanent members shall be selected from outside the school. The names of faculty members who shall be part of the thesis jury shall be determined through the proposal of the academic board and by decision of academic board; and this shall be communicated to the office of the dean.
- h) The thesis jury approved by the office of the dean shall examine the thesis, and not later than a month, the specialization student shall defend their thesis in front of the jury. The jury shall announce the result of the evaluation in writing and provide justification.
- i) The specialization student whose thesis defense is found to be successful, in line with to the Guide Concerning the Online Compilation of Graduate Theses Prepared in Institutions of Higher Education, shall prepare the complete text of the thesis as a single file in electronic medium, and shall submit this to the office of the dean along with thesis Data Entry and Publication Authorization Form.
- j) The specialization student shall also prepare the thesis approved by the jury as an article, in this situation, along with the thesis advisor, they shall send it to a journal of their choice for publication.
- k) In the event that the thesis is found to be insufficient, six months additional time is given to the specialization student to complete deficiencies, and to make the required corrections. The part of this duration that exceeds the specialization training is added to the duration of the specialization training. Missing parts and corrections may also be completed before the deadline. The completed thesis shall be evaluated by the members of the same jury as specified above. If the thesis is accepted and the other requirements are also met, the specialization student can take the examination for the completion of the specialization training.
- l) In case the thesis is rejected a second time, the specialization student is dismissed from specialization student status. Within two years, the specialization student who has been dismissed can complete the same thesis or a new thesis deemed appropriate. If the student does not submit their thesis within this time or if their thesis is not accepted, they shall be dismissed from the specialization training completely.

## **The Completion of Specialization Training**

### **Article 16.**

- a) The specialization student whose thesis has been accepted by the jury, who has completed the period of specialization training as well as the mandatory rotation, whose specialization training report card has been approved by the department head, shall earn the right to take the specialization completion examination. This situation is notified to the office of the dean by head of the department so that the examination jury may be assembled.
- b) The examination jury is made up of five permanent and three backup members who are chosen by the executive board of the School. The head of the department is a natural member of the jury. If there are enough members in the relevant department, a minimum of three jury members shall be chosen from the relevant department, while the other members are selected among the faculty members of the specified departments by decision of the Specialization in Medicine Board.

- c) The examination is held no later than ten days after the end of the period of specialization training.
- d) At the end of the examination, an examination report shall be signed by members of the jury and shall be sent by the head of the department to the office of the dean.
- e) Those who are not successful in the examination or who do not attend the examination shall take the examination again within six months, before they are dismissed from their positions. Those who are not successful in the second examination or who do not attend the second examination shall be dismissed from the school.

### **Leaving the School**

#### **Article 17.**

- a) The certificates of those who have successfully completed the specialization training shall be sent to the Ministry of Health by the Office of the Dean within fifteen days.
- b) Before leaving the school of medicine, the specialization student shall submit to the office of the dean their discharge form filled in as required and approved.

### **Formation of the Postgraduate Clinical Training Committee (PCTC)**

#### **Article 18.**

##### **PCTC is made up of the members listed below:**

- a) The dean, the relevant dean's assistant, the head of the committee, all relevant department/division heads, program directors determined by department/division heads, and three specialization students.
- b) PCTC shall be headed by a faculty member appointed by the dean or by the relevant dean's assistant.
- c) Members shall serve for three years, and it shall be possible to re-elect them.

### **Duties and Authority of the Board**

#### **Article 19.**

The duties and the authority of PCTC shall be as follows:

- a) Handles the organization of Koç University School of Medicine, Specialization and Minor Training,
- b) Makes the preparations for necessary staffing demands,
- c) Creates the report cards for the specialization in medicine training,
- d) Coordinates the curriculum work conducted at Koç University School of Medicine curriculum with the Specialization in Medicine Board (TUK) and with the Specialization Board in Medicine Curriculum Formation and Standards Establishment System (TUKMOS),
- e) Ensures the coordinated implementation of specialization training in fields of the department,
- f) Evaluates specialization training monitoring reports, thesis progress reports and electronic report card records sent from departments, in terms of their suitability with the regulation and with the provisions of this directive. The evaluation of the scientific content is the responsibility of department specialization training board,
- g) Makes recommendation to the school executive board concerning the annual duration renewal decisions coming from the academic boards concerning the specialization students,
- h) Ensures that an orientation is arranged for students who are just starting their specialization training,
- i) Ensures that training meetings, which are the common requirements of specialization training students in different departments are organized,
- j) Encourages departments concerning national and international accreditation. Ensures that all requirements for accreditation criteria are met by the office of the dean in priority.

### **Meeting of the Board**

#### **Article 20.**

- a) The Board shall hold regular monthly meetings with the head of the board. When necessary, extraordinary meetings may be convened upon the request of members.
- b) The Board shall meet when absolute majority of members are present, and decisions shall be made by majority vote of the participants.

### **Department Academic Board for Specialization Training**

#### **The Formation of the Academic Board**

#### **Article 21.**

- a) Academic board shall feature at least two members including the department head and the person in the department responsible for education/training. When necessary, through academic board decision, a maximum of 5 members shall be elected to the board.
- b) Care shall be taken to ensure that members are selected among faculty members working in a variety of scientific areas. The department head shall preside over the board.
- c) Membership duration is three years.

### **Duties of the Academic Board**

#### **Article 22.**

The duties of the academic board are as follows:

- a) A faculty member shall be appointed to each specialization student during the first year of the education. Care shall be taken for distributing the thesis advisor duties, to faculty members in the department in equitable fashion. The name of the thesis advisor determined by the academic board shall be sent to the department head for comment and approval. The department head shall make the final decision and the name that has been determined is notified to the PCTC.
- b) Ensures the preparation and revisions of the expanded curriculum based on the core curriculum determined and announced by the Specialization in Medicine Board, and proprietary to the department.
- c) The academic board prepares the curriculum of the rotation training held in various departments, in cooperation with that department and presents it to the academic board for approval.
- d) Organizes the execution of the rotations that will take place during the training of the specialization student in different units of the department and in different departments.
- e) Ensures that specialization training report cards are filled in as they should be.
- f) Opinions shall be expressed in the academic board for solving problems encountered in the department during the implementation of specialization training.
- g) The Academic Board shall direct the accreditation procedure of the department.

## **SECTION FOUR Sundry and Final Provisions**

#### **Article 23.**

Program directors shall be responsible for notifying faculty members and specialization in medicine students about the articles appearing in this directive, and for enforcing these in full.

#### **Effective Date**

#### **Article 24.**

This directive shall be in effect following its approval by the Executive Board of the Koç University School of Medicine and the Senate of Koç University.

#### **Execution**

#### **Article 25.**

This directive shall be executed by the Dean of Koç University School of Medicine, on behalf of the President of Koç University.

#### **Provisional Article 1.**

Printed report cards shall be used until the electronic report cards system shall go in effect.