

SÜLEYMAN DEMİREL UNIVERSITY
FACULTY OF MEDICINE
Assessment and Evaluation Board (Ö.D.K.)

Meeting Minutes

Meeting Date	14 July 2021
Venue	Online

DECISIONS

The Süleyman Demirel University Assessment and Evaluation Board (SDÜTF-ÖDK) convened online on 14 July 2021 with the participation of the majority of the board members, and at the meeting:

1. Regarding the exam question provision in the Faculty of Medicine's Education, Instruction and Examination Regulation, it was decided that in Article 16 the phrase "In a makeup exam, each course shall have a minimum of 3 (three) questions or points" would be replaced with "In a makeup exam, the number of exam questions shall be determined by the coordinator's office according to the weight of the course," and that in Article 19 the phrase "In each course committee exam, each course shall have a minimum of 3 (three) questions or points" would be replaced with "In each course committee exam, the number of exam questions shall be determined by the coordinator's office according to the weight of the course."

"Excuses

Article 16- (1) Students who are unable to attend midterm exams or course committee exams due to a valid excuse, and who apply to the Dean's Office of the SDU Faculty of Medicine with documentation of their excuse within the first 3 (three) working days following the exam date of the relevant course within the relevant exam period, shall be granted the right to a makeup exam if their excuse is accepted by the Faculty Administrative Board.

For illnesses, accidents, natural disasters, arrest, or prosecution of first-degree relatives, and for family and economic reasons, to be considered a valid excuse they must be supported by official documents.

Suspension penalties imposed due to a disciplinary offense shall not be considered a valid excuse.

The makeup exam may include a multiple-choice written exam, a written exam, a practical application exam, a structured oral exam, workplace-based assessment, and/or e-exam applications. In a makeup exam, each course shall have a minimum of 3 (three) questions or points. In a makeup exam, the number of questions shall be determined by the coordinator's office according to the weight of the course. Any question cancelled in a makeup exam shall be removed from the exam, and evaluation shall be carried out on the basis of the remaining questions. (Amended by Senate Decision dated 04.10.2018, No. 496/7-a.)"

"Course committee exam

Article 19- (1) At the end of each course committee, a "Course Committee Exam" covering that course committee shall be held.

The number of course committees per term, which courses each course committee shall consist of, the theoretical and practical course-hour durations of the courses within the committee, and the course committee exam dates shall be determined and announced by the Dean's Office at the beginning of the academic year.

<http://www.tip.sdu.edu.tr/>

Course committee exams may include a multiple-choice written exam, a practical application exam, a structured oral exam, workplace-based assessment, and/or e-exam applications. The manner of conducting practical exams shall be determined by the relevant department. The distribution of questions in the end-of-committee exam shall be prepared taking into account the course hours and course scope (learning objectives) of each department having a course within the committee. In each course committee exam, each course shall have a minimum of 3 (three) questions or points. In each course committee exam, the number of questions shall be determined by the coordinator's office according to the weight of the course. (Amended by Senate Decision dated 04.10.2018, No. 496/7-a.)"

2. Since the regulation does not contain a provision regarding objections to exam questions, it is proposed that the following article be added to the regulation.

"Objection to an Exam Question

Article 35- (1) The process for students to object to exam questions shall be carried out in writing to the Dean's Office after the exam has been administered. Within 3 (three) working days, the questions shall be re-examined by the relevant Term Coordinator's Office. The outcome regarding the objected question(s) shall be announced to the students. Evaluation of the exam results shall begin after the question-objection process and shall be announced according to the process specified in Article 22."

3. There is no provision in the regulation regarding the practice of listing, in the course schedules, the course instructor with the most hours in each committee as the "course committee chair." Since it was considered unnecessary for a duty title that carries no defined responsibility, authority, or function to be listed in the course schedules, it was decided that this matter would be reported to the Dean's Office.

Board Members:

1. Prof. Dr. Mekin SEZİK
2. Prof. Dr. Soner ALBAY
3. Prof. Dr. Duygu KUMBUL DOĞUÇ
4. Prof. Dr. İ. Metin ÇİRİŞ
5. Assoc. Prof. Dr. Kanat GÜLLE
6. Assoc. Prof. Dr. Kemal Kürşat BOZKURT
8. Assist. Prof. Dr. Adnan KARAİBRAHİMOĞLU
9. Assist. Prof. Dr. M. İnci BAŞER KOLCU
10. Assist. Prof. Dr. Giray KOLCU