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|  | <b>ISTANBUL OKAN UNIVERSITY</b><br><b>FACULTY OF DENTISTRY</b><br><b>STUDENT ORIENTATION GUIDE</b> |  | Doküman Kodu:<br><b>FR.EOG.063</b><br>Rev. No: 00<br>Yayın Tarihi: 27.08.2025<br>Revizyon Tarihi:<br>Sayfa No: 1 |
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**Dear Students,**

We, the Deanary of Faculty of Dentistry, are presenting a guideline which has been prepared to make your university life easier, to get you used to academic life, to introduce you to a new terminology specific to the academy, and to convey to you the whole set of rules that will regulate and guide your education life. Please, read this guideline carefully.

### MAIN CAMPUS (Tuzla-Akfırat) EDUCATION AREAS (1<sup>st</sup> and 2<sup>nd</sup> Year)

Health Sciences Complex Building

|                  |                                                                                                                                                                                                                                                                                                         |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Floor -1         | Preclinical Laboratories (Phantom and Manipulation Laboratories)                                                                                                                                                                                                                                        |
| Floor 1          | Dean's Office (Dean, Vice Deans, Offices of Faculty and Dean Secretary)                                                                                                                                                                                                                                 |
| Floor 2, 3 and 4 | Amphitheaters and Conference Halls (Unless another location is specified in the program, the theoretical courses of our faculty are held at the Şule Kut Conference Hall.)<br><u>You can see where your lessons will take place in the Curriculum created in the OIS system after course selection.</u> |

The Student Affairs Office is located in the Rectorate Building, and the International Office Coordinatorship is located in the Life Center and on the main campus (Tuzla).

For your personal documents (Transcript, Student Certificate, Disciplinary Certificate, etc.), you need to create a document request from your OIS system. Please apply directly to the Student Affairs Office for your document requests with real, wet signatures.

For your registration freeze and registration cancellation procedures, you must fill in the form in the link below and submit it to the Faculty Secretariat.

<https://www.okan.edu.tr/sayfa/7812/ogrenci-dilekce-ve-formlar/>

**Financial Affairs Coordinatorship** is in the Rectorate building. **You can solve all your problems related to tuition fees at the Financial Affairs office. The Dean's Office is not authorized in this regard. Please do not send e-mails to your professors regarding these issues.**

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**FACULTY OF DENTISTRY**  
**CLINICAL EDUCATION HOSPITAL (Aydıntepe-Tuzla)**  
(3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grades)

|                |                                                                                                                                                                                  |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Floor -2       | <ul style="list-style-type: none"> <li>• Central Sterilization Unit</li> <li>• Locker Rooms</li> <li>• Operating Room</li> </ul>                                                 |
| Floor -1       | <ul style="list-style-type: none"> <li>• Students' Entry</li> <li>• Blue Amphitheater</li> <li>• Orange Amphitheater</li> <li>• Green Amphitheater</li> <li>• Library</li> </ul> |
| Entrance Floor | <ul style="list-style-type: none"> <li>• Department Of Pedodontics</li> <li>• Department Of Orthodontics</li> <li>• Multidisciplinary Student Clinic</li> </ul>                  |
| Floor 1        | <ul style="list-style-type: none"> <li>• Department of Oral and Maxillofacial Surgery</li> <li>• Department of Periodontology</li> </ul>                                         |
| Floor 2        | <ul style="list-style-type: none"> <li>• Department of Prosthodontics</li> </ul>                                                                                                 |
| Floor 3        | <ul style="list-style-type: none"> <li>• Department of Restorative Dentistry</li> <li>• Department of Endodontics</li> </ul>                                                     |
| Floor 4        | <ul style="list-style-type: none"> <li>• Deanery</li> <li>• Chief Physician</li> <li>• Dining hall</li> </ul>                                                                    |

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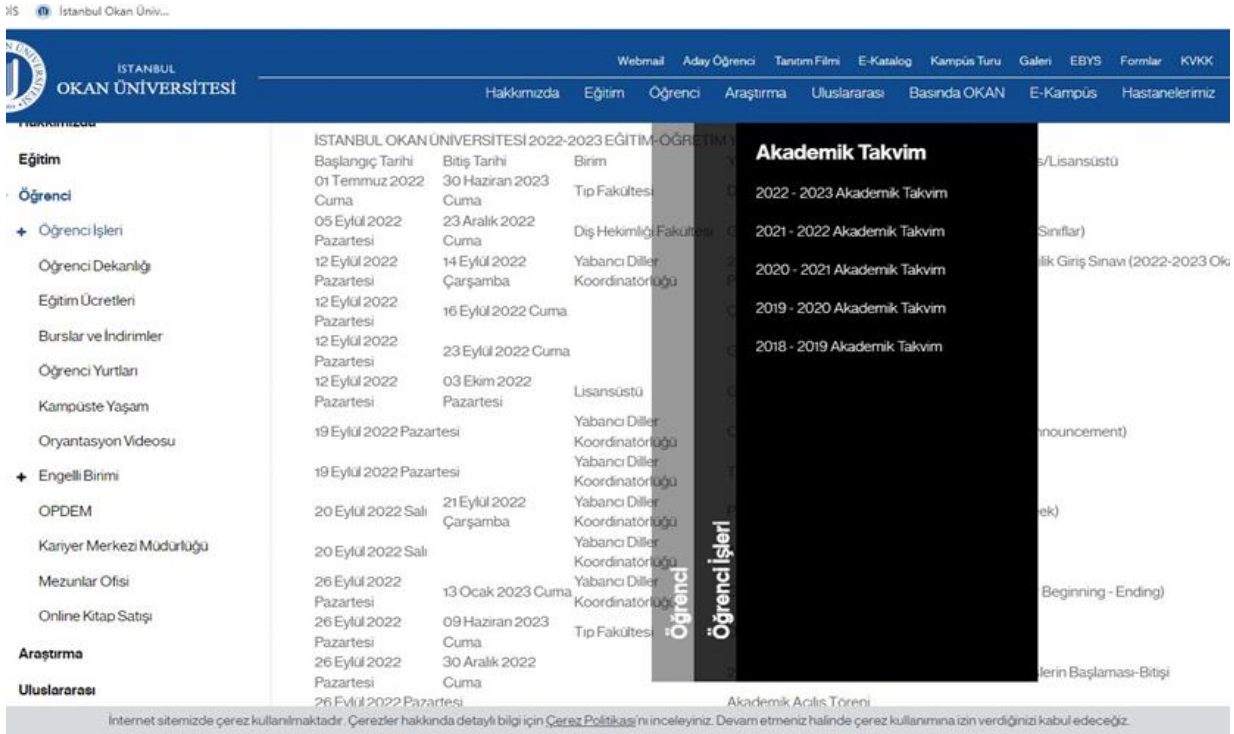
## GENERAL INFORMATION

In the Faculty of Dentistry, formal education is given, and the vocational courses are held annually. Class passing system is applied. There is no summer school program. Success grade is calculated with an absolute evaluation system. A student who fails any of the vocational compulsory courses and practical courses cannot pass the next year.

Exams could be performed as written and/or verbally or practically. The percentage calculation of the exams is determined by each department and these percentages are announced to the students at the beginning of the academic year. At the end of the year, department specific calculation will be performed for each course.

### 1. Course Registration / Course Selection

Course registration dates are announced every year in the academic calendar of the relevant academic year on the website of the university.



The screenshot shows the Istanbul Okan University website. The header includes the university logo and name. The navigation menu contains links for Webmail, Adres Öğrenci, Tanıtım Filmi, E-Katalog, Kampüs Turu, Galeri, EBYS, Formlar, and KVKK. The main content area features a table titled 'Akademik Takvim' (Academic Calendar) for the 2022-2023 academic year. The table lists various events and their dates, including the start of the academic year, registration dates, and exam dates. The table is organized into columns for different departments and faculties.

### • What happens when you do not register for any of the courses?

It is the students' responsibility to register the courses and follow up the process. The student who does not register for the course is deemed not to have taken the relevant course.

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- **I did not register for the course on time, can I continue the course?**

On each semester/year, the student must complete the course registration on time and approved by the advisor on the dates announced in the academic calendar. Students who do not register for the course are not given any student certificate during that semester, and these students cannot benefit from the rights enjoyed by registered students and cannot attend the course.

Students who do not complete their course registration within the announced registration period, either through the online system or by submitting the “Manual Course Registration Form,” will not be allowed to attend the course or take its examinations. It is the student’s responsibility to complete the registration process within the dates announced at the beginning of the semester.

## 2. Defining the courses

### Prerequisite course:

Prerequisite theoretical and applied vocational courses (pre-clinical practical applications, laboratory studies, clinical internships), which are decided by the Faculty Board and approved by the Senate, for each academic year (fall and spring semesters) in the education-training program, complementary to the previous year and the following year's preparatory courses. If the student is not successful in all the prerequisite vocational courses taken in that academic year; cannot continue to the next year and cannot take any courses from the upper class. In the next academic year, he/she repeats only the failed course(s).

- **How can I learn prerequisite courses?**

Prerequisite courses can be checked from the slots tab of the OIS System. Under the courses in the course code section, it is stated which course the prerequisites must be met.

| Tekrar Edilecek |         |                                                    |                                |       |      |
|-----------------|---------|----------------------------------------------------|--------------------------------|-------|------|
| Hiç Alınmayan   |         |                                                    |                                |       |      |
| Alması Gereken  |         |                                                    |                                |       |      |
| #               | Yarıyıl | Ders Kodu                                          | Ders Adı                       | Kredi | AKTİ |
| 1               | 0       |                                                    |                                | 0     | 0    |
| 26              | 3       | DENT201<br>On Koşullar: DENT106 - Anatomy I        | Anatomy II                     | 3     | 4    |
| 27              | 3       | DENT207                                            | Microbiology                   | 6     | 6    |
| 28              | 3       | DENT213                                            | Restorative Dental Treatment I | 5     | 8    |
| 29              | 3       | DENT215                                            | Endodontics I                  | 5     | 8    |
| 30              | 3       | DENT217<br>On Koşullar: DENT119 - Prosthodontics I | Prosthodontics II              | 8     | 1;   |

|                                                                                   |                                                                                                    |                                                                                     |                                                                                                                  |
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- **Can I pass on to the next class by taking non-prerequisite courses from the lower class?**

If you fail in more than two non-prerequisite courses per semester, you can move on to the next class. Only two Non-prerequisite courses can be taken from the lower class per semester. For example, A student failing three courses in the fall semester is deemed to have failed. In addition, if the non-prerequisite annual course is missed, it is considered that one course has been failed from the fall and spring semesters.

| Yıllık Ders :2021-2022      |                                            |           |      |       |           |       |          |
|-----------------------------|--------------------------------------------|-----------|------|-------|-----------|-------|----------|
| Ders Kodu                   | Ders Adı                                   | Ders Türü | ECTS | Kredi | Harf Notu | Puanı | Açıklama |
| DENT117                     | Medical Biology and Genetics               | Z         | 6.0  | 5     | FF        | 0     |          |
| DENT119                     | Prosthodontics I                           | Z         | 10.0 | 6     | CC        | 12    |          |
| 1. Yarıyıl :2021-2022 Güz   |                                            |           |      |       |           |       |          |
| Ders Kodu                   | Ders Adı                                   | Ders Türü | ECTS | Kredi | Harf Notu | Puanı | Açıklama |
| BB222                       | Entrepreneurship Applications              | Z         | 3.0  | 2     | CC        | 4     |          |
| CORE301                     | Intermediate Academic Written English      | S         | 4.0  | 3     | AA        | 12    |          |
| DENT101                     | Behavioral Sciences                        | S         | 2.0  | 1     | CB        | 2.5   |          |
| DENT108                     | Dentology and Ethics                       | S         | 2.0  | 1     | FF        | 0     |          |
| DENT107                     | Biophysics                                 | Z         | 2.0  | 2     | FF        | 0     |          |
| DENT109                     | Medical Organic Chemistry                  | Z         | 2.0  | 2     | CB        | 5     |          |
| TRD105                      | Turkish For Foreigners-I                   | Z         | 2.0  | 2     | AA        | 8     |          |
| 2. Yarıyıl :2021-2022 Bahar |                                            |           |      |       |           |       |          |
| Ders Kodu                   | Ders Adı                                   | Ders Türü | ECTS | Kredi | Harf Notu | Puanı | Açıklama |
| DENT106                     | Anatomy I                                  | Z         | 4.0  | 3     | FF        | 0     |          |
| DENT110                     | Medical Biochemistry                       | Z         | 4.0  | 3     | FF        | 0     |          |
| DENT114                     | History of Dentistry                       | S         | 2.0  | 1     | BB        | 3     |          |
| DENT118                     | Basic First Aid Applications               | S         | 2.0  | 2     | BA        | 7     |          |
| DENT122                     | Biostatistics                              | S         | 2.0  | 2     | FF        | 0     |          |
| OOTR162                     | Turkish for Foreigners: Reading&Writing II | S         | 10.0 | 4     | AA        | 16    |          |
| TRD106                      | Turkish for Foreigners II                  | Z         | 4.0  | 2     | AA        | 8     |          |

A student failing 3 courses in the Fall Semester and 4 courses in the Spring Semester

### **Practical lessons:**

In applied courses, the principles, quality and number of preclinical/clinical practical applications that students are responsible for are decided by the Faculty Board upon the recommendation of the academic committee of the relevant department.

Students are obliged to successfully complete and deliver a certain quality and number of applied applications and assignments announced in writing by the relevant department chair, within the specified criteria and timeframes. Students are required to make up for their missing practical work on the days and hours determined by the head of the department. A student who does not fulfill this obligation cannot take the final exam of that course and is deemed to have received a zero grade from the exam of that course. If the student does not complete the missing practical applications in the make-up period before the make-up exam determined by the Dean's Office; He/she cannot be entitled to take the make-up exam and is deemed to have received a zero grade from that course exam.

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### 3. Exams

The time intervals for the exams are announced in the academic calendar at the beginning of the year. The student must abide by and follow this plan. Exam schedule and exam locations are announced separately on the university's website. Follow-up is the responsibility of the student. Exam rates and results are announced on the OIS system. A student who is absent from a course cannot take the final and make-up exams for that course.

Mobile phones and all electronic devices (headphones, smart watches, etc.) should be left on shown places in the examination halls. If the student is identified with an electronic device during the exam, it will be accepted as a copy and a disciplinary investigation will be initiated.

#### Midterm exams:

It can be as a practical application, as an oral exam, as a written exam, or a combination of these.

#### Final exams:

The final exams of the theoretical courses in the education program are held in the form of theoretical exams. The final exams of applied courses can be made in the form of theoretical or theoretical and practical exams. For the student to participate in the final exams, they have to successfully complete and deliver the specific quality and number of practical applications and homework announced in writing by the head of the relevant department in the clinical classes (3,4 and 5), within the specified criteria and time. Otherwise, students cannot take the final exam. In order for the student to be successful in the final exam of a course, it is obligatory to get at least 50 marks from each of the theoretical and practical final exams.

#### Make-up exam (Bütünleme sınavı):

For students who fail the semester/end exam, it is the exam held at least one week after the semester/end exam. Make-up exams do not have make-up exams.

- ❖ There are no make-up exams for final and make-up exams. A student who cannot take the final exam for any reason (private or medical) takes the make-up exam of the relevant course.
- ❖ A student who does not take the make-up exam fails the relevant course.
- ❖ Students who do not take the final exam do not need to submit a petition for the right to take the make-up exam.

#### Make-up exam (Mazeret sınavı):

It is the exam opened for students who cannot attend the exams for a just and valid reason accepted by the Board of Directors of the Faculty of Dentistry. The right to make-up exams is given for midterm exams. A separate make-up exam is not opened for the make-up exam. The student must apply to the Dean's Office with a petition stating the excuse within 7 working days at the most. In applications made for health reasons, a signed and valid health report obtained from official government institutions is required. In the

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absence of a medical report, the right to a make-up exam cannot be earned.

- **Can I take the final exam of the course for which I did not take the midterm exam?**

To take the final exam of a course; must have fulfilled the obligation to continue. However, since the final exam affects the average by 50%, if the student who does not take the midterm exam does not have another grade that affects the average, he or she will fail the course. Even in the make-up, they cannot achieve success in the course.

- **Can I take the make-up exam of the course that I did not take the final exam?**

Since the make-up exam replaces the final exam, every student who meets the final exam requirements can take the make-up exam. The make-up exam for the final exam is a make-up exam, it does not require a make-up exam. There is no excuse for the make-up exam.

- **How is the passing grade of the courses calculated, where is it announced?**

In determining the final grade, the theoretical and practical exam grades are added together, and the arithmetic average is taken. To be successful in the course, the final course grade (midterm exam, final, homework, quiz, if any) must be 60 or higher than the sum of the rates of the exams determined by the lecturer of the course.

Students who fail the final exam take the make-up exam on the dates specified in the academic calendar. The student is taken to the exam only from the theoretical and/or practical part of the make-up exam. For the student to be successful in the make-up exam, it is obligatory to get at least 50 marks from each of the theoretical and practical final exams; however, the passing grade in the faculty is at least 60 points out of 100 points.

- **I got a passing grade in the practical and theoretical finals, but my average is below 60, which is the passing average, do I have to take both the practical and theoretical exams in make-up?**

You must take both exams. If your average is below 60, it is because your grades are not enough.

- **I passed the practical part of the course, but I could not get a passing grade from the theoretical part. Should I enter both?**

Yes, you have.

- **Objection to exam results:**

You can object to the Dean's Office within three working days from the last day of entering the exam grade entries specified in the academic calendar into the student automation system. Personal e-mails sent to the professors and the Dean's Office other than the petition is not considered valid and will not be considered.

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- **I think there is an error in my exam result, how can I appeal?**

Students object to the exam results due to material errors; The student must download and fill the relevant form from the address <https://www.okan.edu.tr/Sayfa/7812/ogrenci-dilekce-ve-formlar/> within three working days following the announcement of the grades. They can deliver it to the Dean's Office by hand or send an e-mail to the wet signed form, if it is forwarded later.

- **The right to make-up exams for midterm exams;**

Students who have a medical report that includes the date and time of the exam and taken from a state hospital for any of the midterm exams can be given the right to make-up exam with the decision of the relevant administrative board. The relevant report must be submitted to the Dean's Office with a signed petition within 7 working days from the exam date.

#### 4. Advisor Meetings

The list of advisor faculty members is announced on the website at the beginning of the academic year and also sent to students by e-mail. Students are recommended to schedule and attend at least two meetings with their advisors during the academic year. Following each meeting, both the faculty member and the student are required to complete the evaluation form regarding the meeting and submit it to the Dean's Office.

#### 5. Other Considerations

- **Do I have the right to be absent from classes?**

There is no right of absence. There is a minimum attendance requirement. For all our courses, our students are required to provide 75% attendance in theoretical courses and 80% in practical courses.

- **How can I delete my registration?**

If the student submits the "Registration Application Form" on our website to the Dean's Office, the proceedings will be initiated.

<https://www.okan.edu.tr/sayfa/7812/ogrenci-dilekce-ve-formlar/>

- **Can I suspend my registration?**

If the student submits the "Registration Application Form" on our website to the Dean's Office, the proceedings will be initiated.

<https://www.okan.edu.tr/sayfa/7812/ogrenci-dilekce-ve-formlar/>

- The attendance lists for clinical, preclinical, and laboratory practice courses will be provided to you by the relevant Department or the Dean's Office. Requests for group changes will not be taken into consideration.

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- Regarding all operational procedures and courses, you are expected to complete the ‘Feedback Forms’ that will be provided to you either through the system or in written form, and to submit your opinions and suggestions to the relevant units.

### RESPONSIBILITIES OF STUDENTS

- 1- Students must know all the information and rules communicated to them at the beginning of the academic year and apply them throughout the academic year.
- 2- Students are responsible for checking and being aware of all information sent to their university e-mail address. They must regularly check their e-mail account. Since communication with students will be maintained via e-mail, this responsibility belongs to the student. Failure to access the information sent by e-mail due to internet connection problems or personal reasons is the student’s responsibility and will not be accepted as a valid excuse.
- 3- Students should use the official e-mail address of Okan University, which is defined for them in correspondence within the university. E-mails from addresses other than these e-mail addresses will not be answered.
- 4- Students should follow the academic calendar, course schedules, exam schedules, regulations, and rules on our website (<https://www.okan.edu.tr/dis/>).
- 5- It is not necessary to inform each student by e-mail of the information placed in the announcement field on the website. It is the students' responsibility to follow up.
- 6- Rules that students must comply with when communicating with instructors:
  - The student is expected to communicate with the professors within certain rules.
  - If the subject that is planned to be communicated is a situation that concerns the whole class, first, the class representative should contact the professor responsible for the class and he/she should do this **via the official school e-mail address.**
  - You should communicate **'Student Affairs'** for your technical problems and **'Financial Affairs'** for your financial issues.
  - If the subject that is planned to be communicated is a situation that concerns the entire internship group, first, a selected representative student in the internship group should contact the professor who is responsible of the clinic, and he/she should do this via the official school e-mail address.

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- If the subject to be communicated concerns a special situation of the student, the student should first contact the advisor and he/she should do this via the official school e-mail address.
- When communicating with the professor, the student should not forget that the other person is her/his teacher, and he/she should make all correspondence in an official language.

### **How to send an e-mail to a professor?**

Throughout your academic life within the faculty, you are expected to follow certain rules in your correspondence with faculty members. These rules aim not only to help you gain academic knowledge and etiquette but also to equip you with the proper manners of academic communication and conduct.

#### **Sample:**

Mr. Prof. Dr.....

Introduce yourself; student name-surname- class.

Briefly state the problem.

Under no circumstances should you use subject lines such as IMPORTANT/URGENT/IMMEDIATE RESPONSE or any other expressions that are not appropriate for academic correspondence.

Do not use unnecessary symbols (e.g., !!!!!). Express your message briefly, clearly, and in an understandable manner.

First, contact your academic advisor or class coordinator. If you do not receive a response from them, then direct your email to the Faculty Secretary or the Vice Deans

During academic year, all information will be forwarded to your personal e-mail address .....@std.okan.edu.tr and you will be expected to follow the updates. Please check your mailboxes.

- 7- There is an obligation to attend the course.
- 8- It is necessary to comply with the course and practice hours. It is the student's obligation to follow the instructions of the lecturers on the subject.
- 9- for the situations that require an excuse, there is an obligation to attend the exam, and the student who is late for the exam is deemed not to have taken the exam.
- 10- It is necessary to provide the required tools and equipment in the applications.

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- 11- The materials should not be wasted.
- 12- The organization, order and cleanliness of the equipment used should be ensured.
- 13- Attention should be paid to the rules of clothing and personal hygiene. If deemed necessary, the student will be warned by the responsible faculty member.
- 14- Disinfection and sterilization rules must be followed.
- 15- Students are required to act within the framework of respect and academic ethics in communication with faculty members, dental assistants, administrative staff, cleaning staff and patients.
- 16- Starting from the 3rd year, in all clinical practice courses, students are required to speak Turkish fluently and clearly in order to communicate with patients and hospital staff, as well as to perform the patient treatments necessary for education. International students must submit their Turkish language proficiency certificates to the Dean's Office. Students who do not meet this requirement will not be included in clinical practice groups as of the 3rd year.

**We wish you a healthy and successful academic year.**



Follow the **Whatsapp** group created by the Student Representatives to follow the information from the Deanery.

**Faculty of Dentistry**