



ISTANBUL OKAN UNIVERSITY
FACULTY OF DENTISTRY
STUDENT ORIENTATION GUIDE



Dear Students,

As the Deanary of Faculty of Dentistry, we 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-Akfirat) EDUCATION AREAS (1st and 2nd 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	Amphitheatres 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.) <u>You can see where your lessons will take place in the Curriculum created in the OIS system after course selection.</u>

Student Affairs Office and International Student Office are located in the Rectorate Building at the main campus (Akfirat).

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 Office is in the Rectorate building. **You can solve all of 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.

**FACULTY OF DENTISTRY
CLINICAL EDUCATION HOSPITAL (Aydintepe-Tuzla)
(3rd, 4th and 5th Grades)**

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

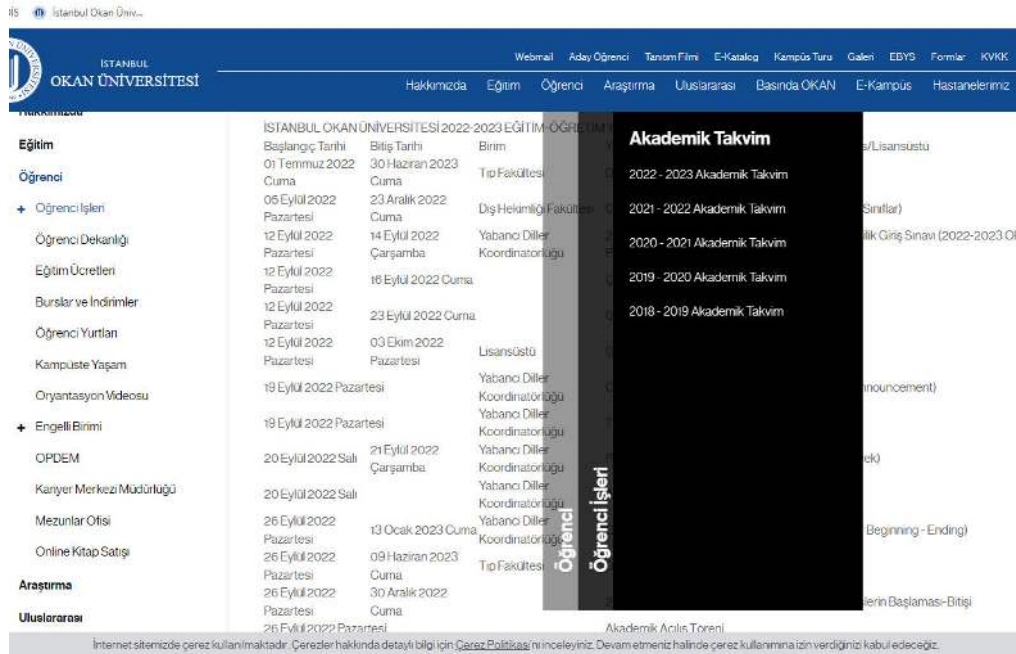
GENERAL INFORMATION

In the Faculty of Dentistry, formal education is given and the vocational courses are held annually. Class passing system is applied. Success grade is calculated with 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 will be 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.



Başlangıç Tarihi	Bitiş Tarihi	Birim	Akademik Takvim
01 Temmuz 2022	30 Haziran 2023	Tıp Fakültesi	2022 - 2023 Akademik Takvim
05 Eylül 2022	23 Aralık 2022	Diğer Hekimliği Fakültesi	2021 - 2022 Akademik Takvim
12 Eylül 2022	14 Eylül 2022	Yabancı Diller	2020 - 2021 Akademik Takvim
12 Eylül 2022	16 Eylül 2022	Koordinatorluğu	2019 - 2020 Akademik Takvim
12 Eylül 2022	23 Eylül 2022	Cuma	2018 - 2019 Akademik Takvim
12 Eylül 2022	03 Ekim 2022	Lisansüstü	
19 Eylül 2022	19 Eylül 2022	Yabancı Diller	
19 Eylül 2022	19 Eylül 2022	Koordinatorluğu	
20 Eylül 2022	21 Eylül 2022	Yabancı Diller	
20 Eylül 2022	21 Eylül 2022	Koordinatorluğu	
20 Eylül 2022	21 Eylül 2022	Yabancı Diller	
20 Eylül 2022	21 Eylül 2022	Koordinatorluğu	
26 Eylül 2022	13 Ocak 2023	Yabancı Diller	
26 Eylül 2022	09 Haziran 2023	Yabancı Diller	
26 Eylül 2022	30 Aralık 2022	Koordinatorluğu	
26 Eylül 2022	Cuma	Tıp Fakültesi	
26 Eylül 2022	Cuma		
26 Eylül 2022	Pazartesi		

- **What happens when you do not register for any of the courses?**

It is the students' responsibility to register for 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.

- **I did not register for the course on time, could 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 the rights and cannot attend the course.

Students who pass the course registration period even though they have a financial record, should receive the "Manual Course Registration Form" from the Faculty Secretariat and approve the form by the advisor, after the student pays the fee for the academic year to the Financial Affairs.

2. Selecting the courses:

• Prerequisite (Obligatory) Courses:

Prerequisite theoretical and practical vocational courses (pre-clinical practical courses, 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 of 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 (obligatory) courses?

Prerequisite courses can be checked from the slots tab in 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					
Alması Gereken																	
#	Yarıyıl	Ders Kodu	Ders Adı			Kredi	AKT										
1	0					0	0										
26	3	DENT201	Anatomy II			3	4	Ön Koşullar: DENT106 - Anatomy I									
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	Prosthodontics II			8	10	Ön Koşullar: DENT119 - Prosthodontics I									

• 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 not pass 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.

Ders Kodu		Ders Adı		Yıllık Ders :2021-2022		Kredi	Harf Notu	Puanı	Açıklama
		Ders Türü	ECTS	Ders Türü		ECTS			
DENT117	Medical Biology and Genetics	Z	6.0			5	FF	0	
DENT116	Prosthodontics I	Z	10.0			6	CC	12	
Tamamlanan Kredi:		Tamamlanan Kredi		Tamamlanan Kredi		Tamamlanan Kredi		Tamamlanan Puan	
6		10		12		12		12	
1. Yarıyıl :2021-2022 Güz									
Ders Kodu	Ders Adı	Ders Türü	ECTS	Kredi	Harf Notu	Puanı	Açıklama		
BBA222	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			
DENT105	Deontology 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			
ODTR162	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 courses:

In practical courses, the principles, quality and number of preclinical/clinical practical works 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 submit a certain quality and number of practical works and/or assignments announced by the head of the department, 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 take the make-up exam and is deemed to have received a zero grade from that course exam.

2. Exams

The time intervals for the exams are announced in the academic calendar at the beginning of the year. The student has to abide by and follow this plan. Exam schedule and exam locations are announced separately on the university's website. Following up of the schedules and the announcements is the responsibility of the student. Exam rates and results are announced on the OIS system. A student who is absent from a course throughout the year 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 program are held as theoretical exams. The final exams of practical courses can be held as theoretical or theoretical and practical exams. In order for the student to participate in the final exams, **they have to successfully complete and submit the specific quality and number of practical works and/or homework announced by the head of the 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 will not be organised 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 latest. In applications made for health reasons, **a signed and valid health report obtained from official government institutions-hospital is required.** In the absence of a medical report, the right for 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?

In order to take the final exam of a course; the student have to fulfill 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?

When calculating the final grade, the theoretical and practical exam grades are added together and the arithmetic average is taken. In order to be successful in the course, the final course grade (midterm exam, final exam, homework, quizz, 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 will take the exam only from the theoretical and/or practical part of the make-up exam. In order 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 achieved 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 have to 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 can.

• Objection to exam results;

You can object your grades to the Dean's Office **within five 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 are not considered valid and will not be taken into account.

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

Students who want to object to the exam results due to material errors must download and fill the relevant form from the web address <https://www.okan.edu.tr/Sayfa/7812/ogrenci-dilekce-ve-formlar/> within five 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, provided that 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.**

2. 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 freeze the recording?**

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/>

Attendance lists for clinical and preclinical laboratory practice courses are sent to you by the relevant Department or Dean's Office. **Requests for group change will not be considered.**

RESPONSIBILITIES OF STUDENTS

- 1- The students have to know all the information and rules communicated to them at the beginning of the academic year and apply them throughout the academic year.
- 2- The students have to see and know all the information sent to his/her official e-mail address. So, you should definitely check your e-mail account. Since communication with the student will be provided via e-mail, this responsibility belongs to the students. It is the student's responsibility to solve excuses such as I did not have internet, I could not check my e-mail, my e-mail was not opened.
- 3- Students should follow the academic calendar, course schedules, exam schedules, regulations and rules on our website (<https://www.okan.edu.tr/dis/>).
- 4- 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.
- 5- There is an obligation to attend the course.
- 6- It is necessary to comply with the course and practice hours. It is the student's responsibility to follow the instructions of the lecturers on the subject.
- 7- Except 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.
- 8- It is necessary to provide the required tools and equipment in the applications.
- 9- The materials used should not be wasted.
- 10- The organization, order and cleanliness of the equipment used should be ensured.
- 11- 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.
- 12- Disinfection and sterilization rules must be followed.
- 13- 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.
- 14- All students should be able to speak Turkish comfortably and clearly in order to communicate with patients and hospital staff in all clinical practice courses from the 3rd grade and to perform the necessary patient treatments for education. Students who cannot meet this criteria cannot participate in clinical courses.

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.**