

	ISTANBUL OKAN UNIVERSITY FACULTY OF MEDICINE GUIDELINES FOR MEDICAL SPECIALISATION TRAINING		Document No.		YG. OKN.084	
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CHAPTER ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 —

1. This Directive has been prepared to ensure the initiation, implementation, and completion of Primary and Secondary Specialisation Training within the Faculty of Medicine at Istanbul Okan University; to enhance the quality of education; to support quality assurance and accreditation processes; and to establish regulations that provide social, academic, and career support for specialist trainees.

Scope

ARTICLE 2 —

1. This Guideline regulates the education, training, and working principles of medical residency (specialisation) students employed at the Istanbul Okan University Faculty of Medicine.

Legal Basis

ARTICLE 3 —

1. This Guideline has been prepared in accordance with the principles set forth in the “Regulation on Specialisation Education in Medicine and Dentistry”, published in the Official Gazette dated 03.09.2022, numbered 31842.

Definitions

ARTICLE 4 —

1. The terms used in this Guideline shall have the following meanings:
 - a) **Department Chairs:** The Chairs of the Departments of Basic Sciences, Internal Sciences, and Surgical Sciences.

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- b) **Core Curriculum:** The minimum education and training curriculum, structured to include the National Core Education Programme prior to graduation, which must be implemented by any programme providing specialisation training.
- c) **Dean's Office:** The Dean's Office of the Istanbul Okan University Faculty of Medicine.
- d) **Dean:** The Dean of the Istanbul Okan University Faculty of Medicine.
- e) **Educator:** Professors, associate professors, and lecturers holding a doctoral degree who are experts in their field and authorised to provide specialist training.
(Faculty members with a PhD must have worked for at least one year in their area of expertise to qualify as educators. Specialists who are not educators, and faculty members who are not specialists in the relevant field, are not considered to meet the minimum educator standards; however, they may participate in training activities in authorised programmes.)
- f) **Education Coordinator:** Department or Division Heads authorised and responsible for coordinating education within the relevant programme.
- g) **Faculty:** The Faculty of Medicine at Istanbul Okan University.
- h) **Faculty Council:** The Faculty Council of the Istanbul Okan University Faculty of Medicine.
- i) **Postgraduate Education Coordination Board:** The board responsible for planning, organising, coordinating between units, and implementing the education and training of postgraduate and doctoral students, as well as specialist trainees, within the framework of the Istanbul Okan University Graduate School.
- j) **Programme:** The functional structure established by one or more institutions that contains the educational standards for a specific specialty field and is designed to cover the core curriculum.
- k) **Programme Manager:** The Head of the Department or Division responsible for coordinating education in the relevant Main Field or Sub-Field Specialisation Training programmes.
- l) **Senate:** The Senate of Istanbul Okan University.
- m) **Specialist Medical Training:** Postgraduate education consisting of theoretical and practical training required to become a specialist with designated authority and skills in specific fields of medical science.
- n) **TUK:** The Medical Specialisation Board (Tıpta Uzmanlık Kurulu).
- o) **Specialisation Student:** Physicians undergoing specialist training in one of the main fields of medical science in accordance with the relevant Regulations.
- p) **Board of Directors:** The Board of Directors of the Faculty of Medicine at Istanbul Okan University.

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SECOND SECTION

Formation, Duties, and Responsibilities of the Postgraduate Education Coordination Board; Duties of Department/Division Programme Directors and Education Officers; Duties, Rights, and Responsibilities of Specialisation Students

Formation of the Postgraduate Education Coordination Board

ARTICLE 5 —

1. The Postgraduate Education Coordination Board consists of the Vice Dean responsible for postgraduate education, the Heads of the Departments of Basic Medical Sciences, Internal Medical Sciences, and Surgical Medical Sciences, one faculty member from each of these departments, and one representative of the specialist trainees.
2. For the election of the Specialist Trainee Representative, the research assistants from the Departments of Basic Sciences, Internal Sciences, and Surgical Sciences each elect one postgraduate student as their departmental representative. The three elected representatives then select one among themselves to serve as the Specialist Trainee Representative.

Duties and Responsibilities of the Postgraduate Education Coordination Board

ARTICLE 6 —

The duties and responsibilities of the Postgraduate Education Coordination Board are as follows:

- a) **Planning:** Organises and oversees the educational, instructional, and practical training activities of students within the main and sub-specialisation programmes of the Faculty of Medicine.
- b) Prepares an annual activity and work calendar for all postgraduate educational activities.
- c) Prepares and updates, when necessary, the Adaptation (Orientation) Programmes organised for specialist trainees.
- d) Coordinates the implementation of educational activities within Departments/Divisions and evaluates them.
- e) Manages internal and external correspondence related to specialist trainees in main/sub-speciality fields.
- f) Reviews the thesis/specialisation durations, completion timelines, reports, and matters related to military service of specialist trainees, and submits the required documents to the Faculty Management Board.

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- g) Ensures that feedback is collected from specialist trainees each academic year.
- h) Monitors and verifies that specialist trainees complete their required rotations on time.
- i) Submits an annual activity report to the Dean's Office every June.

Programme Manager / Education Officers in Postgraduate Education (Department / Division)

ARTICLE 7 —

1. In Departmental Specialisation Programmes, the Department Chair, and in Sub-Department Specialisation Programmes, the Division Chair, is responsible for coordinating the educational programme as the Programme Manager.
2. Additionally, each unit appoints a Postgraduate Education Officer selected from among the teaching staff. The Education Officer carries out duties on behalf of the Department/Division Chair.
3. If necessary, Department Chairs may appoint an Assistant Education Officer from among the teaching staff.
4. The duties of the Education Officers of Departmental/Scientific Discipline Programmes are as follows:
 - a) Organising orientation programmes for new specialist trainees to provide introductory information on legal requirements, professional development, communication, and medical ethics/deontology.
 - b) Developing, announcing, and ensuring the implementation of educational programmes.
 - c) Completing competency assessment forms for specialist trainees in a timely manner.
 - d) Ensuring that specialist trainees complete their required rotations on schedule.
 - e) Monitoring the timely submission and progress of specialist trainees' theses.
 - f) Managing and carrying out examination procedures for specialist trainees.
 - g) Preparing and submitting an annual Self-Assessment Report to the Dean's Office in accordance with the criteria of the Turkish Medical Association Specialisation Associations Coordination Council (TTB-UDEK).
 - h) Collecting written and verbal feedback from specialist trainees at least once per year, discussing this feedback with educators, and implementing necessary improvements.

Duties, Rights, and Responsibilities of Specialisation Students

ARTICLE 8 —

1. Specialist trainees actively participate in research and educational activities, as well as in the provision of healthcare services, under the supervision and direction of all educators in the programme.

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2. The duties and responsibilities of specialist trainees are as follows:
- Fulfilling all training, research, and practical activities specified in the Medical Specialisation Certificate Programme.
 - Carrying out public service duties required by their training, including on-call duties and other legally mandated services.
 - Performing tasks assigned by the University and the Faculty of Medicine.
 - Performing tasks assigned by the Programme Manager that are related to their specific specialisation field.
 - Participating in postgraduate courses, seminars, and other educational activities as designated.
 - Engaging in at least two scientific research activities per year.
 - Participating in undergraduate educational and instructional activities when required.
 - Complying with Medical Ethics and Deontological principles in all responsibilities undertaken.
 - Performing on-call duties no more frequently than once every three days.

Specialisation Training Record

ARTICLE 9 —

- A training record shall be created for each specialisation student upon commencement of their programme, in accordance with the training curriculum. The educational and practical components included in the Core Training Curriculum must be fully completed within the duration of the specialisation training period.

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THIRD SECTION

Specialist Training

Specialisation Training Record

ARTICLE 9 —

1. A training record shall be created for each specialisation student upon commencement of their programme, in accordance with the approved curriculum. All theoretical and practical components included in the Core Training Curriculum must be completed during the specialisation training period.
2. The knowledge, skills, and professional attitudes required to be attained during the training period shall be evaluated through examinations based on objective and impartial assessment and evaluation criteria. Levels of competence achieved shall be recorded in the Training Record by the trainers. The Training Record shall be reviewed every six months by the Training Supervisor. Any deficiencies identified must be corrected within the specified timeframe. Upon completion of the specialisation training, the institution shall provide the student with a certified copy of the Training Record.

Opinion of the Education Supervisor

ARTICLE 10 —

1. Every six months, the Training Supervisor shall prepare a written evaluation of the specialist trainee's commitment to their duties, work performance, research and management skills, and professional ethics. This assessment must include evidence and justifications and shall be approved by the Institution Training Supervisor.

Training Periods and Rotations

ARTICLE 11 —

1. The specialist trainee must complete all mandatory rotations determined by TUK (Medical Specialisation Board) within the required timeframe, and the relevant rotation forms must be completed and submitted in writing to the Dean's Office by the Department Chair upon completion.
2. Training received during rotations shall be evaluated and recorded in the Specialisation Training Record.

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3. If, for any justified reason, a rotation cannot be completed within the Faculty, it may be carried out in another institution with the approval of the relevant Departments, the favourable recommendation of TUK, and the decision of the Faculty Council.
4. The duration of specialisation training and mandatory external rotations shall be determined by TUK.
5. Medical Specialisation Students must complete the mandatory TUK rotations no later than three months before the end of the legal specialisation training period.
6. The rotation process shall be evaluated by the trainers responsible for providing rotation training, assessing whether the desired learning outcomes have been met. The completed Rotation Training Evaluation Form shall be submitted to the Postgraduate Education Coordination Board together with the Academic Board Decision of the Department. In cases of unsuccessful rotation training, the rotation must be repeated, and this additional period shall be added to the total duration of the specialisation training.

Specialisation Thesis and Evaluation

ARTICLE 12 —

1. Preparing a thesis is mandatory for Main Department Specialisation students in order to take the “Specialisation Training Completion Examination.”
2. Within the first year of training, Main Field Specialisation students shall be assigned a thesis supervisor by the Departmental Academic Board, and this assignment shall be reported to the Dean’s Office.
3. For Master's-level specialisation students, the thesis topic shall be determined by the Academic Board of the Department/Division during the first half of the training period and reported to the Dean’s Office.
4. Regardless of the thesis topic or methodology, obtaining Ethics Committee approval is mandatory. Any changes to the thesis topic, title, methodology, and/or supervisor must be reported to the Dean’s Office with a decision of the Departmental Academic Council, and renewed Ethics Committee approval is required.
5. The thesis work shall be monitored by the thesis supervisor under the oversight of the Programme Manager, and a Thesis Progress Report Form must be completed every three months. The current status, developments, challenges, and proposed solutions shall be discussed by the Departmental Academic Board, and the corresponding Thesis Progress Reports shall be submitted to the Postgraduate Education Coordination Board.
6. The completed thesis must be submitted to the Postgraduate Education Coordination Board no later than three months before the end of the specialisation training period.

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7. Names proposed for appointment to the Thesis Evaluation Committee shall be submitted to the Postgraduate Education Coordination Board in line with the decisions of the Departmental Academic Board. The committee shall consist of at least three permanent and two substitute members, selected from within or outside the Faculty of Medicine.
8. If deemed appropriate, the Postgraduate Education Coordination Board shall recommend the formation of the Thesis Evaluation Committee to the Dean's Office.
9. The thesis shall be examined by the Thesis Evaluation Jury, approved by the Dean's Office, within a maximum of one month and subsequently defended before the Jury. The thesis defence shall be open to all observers.
10. If the thesis is deemed insufficient, the specialist student may be granted an extension of up to six months to complete the required corrections. This decision shall be reported to the Dean's Office together with the Departmental Academic Board Decision. Any additional time beyond the legally defined specialisation period shall be added to the student's training duration. If corrections are completed within the additional timeframe, the thesis may be resubmitted without waiting for the full extension period.
11. If the thesis is rejected for a second time, or if it is not submitted within six months after the end of the training period without a valid legal excuse, the student's relationship with the Faculty shall be terminated.

Completion of Specialist Training

ARTICLE 13 —

1. Subspecialty students who have successfully completed their training period, mandatory rotations, and the Core Training Curriculum listed in the Specialisation Training Record—and Main Specialty students whose thesis has been accepted—may sit for the Specialisation Training Completion Examination.
2. To establish the examination board for Subspecialty Trainees, an application must be submitted to the Dean's Office, with the decision of the Departmental Academic Council, no later than one month before the completion of the training period.
3. The Specialisation Training Completion Examination Jury shall consist of 5 permanent members and 2 substitute members appointed by the Board of Directors. The Head of the Main Department shall serve as the permanent chairperson in Main Department Examinations; the Head of the Sub-Department shall serve as chairperson for Sub-Department Examinations.
4. The examination shall be held within a maximum of 30 working days from the end of the legal specialisation training period for students whose thesis defence is deemed successful and who do not

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require an extension. For students granted an extension, the examination shall be held within 30 working days from the date the Examination Boards are notified to the Departments.

5. The Specialisation Completion Examination consists of two components: an examination of professional knowledge and an examination of practical skills. To pass, the candidate must obtain at least 60 out of 100 points in each component.
6. If the specialist trainee fails or does not attend the Specialisation Completion Examination, a justified examination report must be submitted to the Ministry of Health within 15 working days. The trainee is granted two additional examination attempts within three months. The Ministry of Health determines the examination board, dates, and location for these attempts. Candidates who fail or do not attend these examination sessions lose all rights associated with this training.

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FOURTH SECTION

Implementation and Enforcement

Entry into Force

ARTICLE 14 —

1. This Directive shall enter into force on the date of its approval by the Senate.

Implementation

ARTICLE 15 —

1. The provisions of this Directive shall be implemented by the Dean of the Faculty of Medicine at Istanbul Okan University.

REVISIONS

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