

ACIBADEM UNIVERCITY SCHOOL OF MEDICINE

MEDICAL EDUCATION STUDENT COMMISSION DIRECTIVE

Purpose, scope, and justification

Article 1 - This directive reveals the purpose, formation, structuring, working principles, duties, and responsibilities of the Acıbadem University School of Medicine Medical Education Student Commission (TEÖK). The purpose of the Medical Education Student Commission is to create a systematic communication and cooperation continuity among the stakeholders of medical education by ensuring the active participation and engagement of the students of the School of Medicine in the planning, implementation, evaluation, and development processes of the education they receive, in every level.

Principles of formation of the commission

Article 2 - TEÖK General Assembly consists of TEÖK Active Members. Active members are Medical Faculty students who have worked actively for at least one academic year (from the end of October of the previous year until the General Assembly Meeting to be held in October of the current year) and will continue to work in TEÖK.

Article 3 - Every Medical Faculty student who wants to become a member can take part in the TEÖK and participate in the studies, but to be an active member, they must have actively participated in the studies for at least one academic year. Medical Faculty students and graduates who are not active members but who contribute to the studies or want to participate in TEÖK studies are defined as TEÖK members. A TEÖK member who meets the active working conditions (see Article 5) in the relevant academic year is entitled to become an active member during the next academic year.

Article 4 - If a TEÖK member has fulfilled the active working conditions for one academic year, they are invited as an Active Member by the TEÖK Executive Board, or the person can request to become an active member by submitting that they fulfill the active working conditions. Before the General Assembly (see Article 9) to be held in October of the relevant academic year, the Executive Board renews the list of active members. According to the renewed list, the General Assembly convenes, and the elections of the members of the Executive Board who will work in the next academic year are organized.

Article 5 - TEÖK Active Working Conditions: In order for a TEÖK member to become an active member, they must attend at least half of the General Meetings (see Article 8) within the relevant academic year and meet at least one of the following conditions:

- Contributing to at least one written TEÖK activity
- Having taken part in commissions or boards where the Dean's Office requests representatives from TEÖK

Article 6 - TEÖK Active Members can be candidates for the positions of the Executive Board, vote in the elections, and represent TEÖK in official meetings.

Structure, Working Principles, Duties, and Responsibilities of the Commission

Article 7 - The internal structure of TEÖK consists of the Executive Board, TEÖK Active Members, and TEÖK Members. The Executive Board consists of a president, two vice presidents, and a general secretary. The Executive Board is responsible for the organization, coordination, supervision, and reporting of the activities of TEÖK. If the Executive Board deems it necessary, it may form sub-committees or working groups. The Executive Board shares the reports on the activities of TEÖK and the decisions taken at the meetings with the Dean's Office and the Department of Medical Education.

Article 8 - The TEÖK Executive Board organizes meetings with all its members when necessary. These are called General Meetings. The purpose of the General Meetings is to inform all members about the TEÖK activities and get all members' opinions about the work that has been done and can be done.

Article 9 - The TEÖK General Assembly (see Article 2) convenes at least once every academic year in October to organize the elections.

Article 10 - TEÖK meets twice a year under the leadership of the Dean and/or the Vice Dean for Medical Education. The purpose of this meeting is to evaluate the current period and to inform the parties about the work during the year.

Article 11 - A "Letter of Appreciation" signed by the Dean and the President of TEÖK of the period they graduated is given to the graduates who have worked actively in TEÖK. This document is written in which years and in which positions the graduate took place in TEÖK.

Article 12 - TEÖK has the following responsibilities while carrying out its activities:

- To encourage the active participation and engagement of the students of the School of Medicine in their own education and learning processes and to increase their awareness of its importance,
- To develop programs that will contribute to the personal and career development processes of the students of the School of Medicine and to plan related activities.
- To provide active and effective communication and interaction between the students of the School of Medicine and the administrative bodies of the School of Medicine,
- To have a grasp of the historical process of medical education, to follow the developments in this field, and to develop solution plans for current problems in medical education,
- Informing the students of the School of Medicine about the education program of the Faculty of Medicine,
- To provide objective and development-oriented feedback in order to evaluate and develop the School of Medicine education program,
- To make concrete contributions to the standardization and globalization of medical education by participating in the continuous development of medical education.

Enforcement and Execution

Article 13 - This directive comes into force after the approval of the Senate of Acibadem University and is implemented by the Dean's Office of Acibadem University School of Medicine.