

**Hacettepe University  
Faculty of Medicine  
Medical Education Student  
Board Directive**

***Scope:***

**Article 1-**This Directive covers the purpose, duties, formation, working procedures and principles of the Medical Education Student Board, the distribution of duties of the members, the working groups and the working order of these groups.

***Reason:***

**Article 2-**This directive has been prepared on the basis of the National Medical Education Accreditation Board (UTEAK) National Pre-Graduate Medical Education National Standards 4.2, 4.5 and 8.2.

***Aim:***

**Article 3-**The purpose of the Medical Education Student Board is to ensure the active participation of undergraduate medical students studying at Hacettepe University Faculty of Medicine in the planning, management and evaluation processes of their education, thus increasing the communication and cooperation between the stakeholders of medical education and supporting the continuous development of medical education in our faculty.

***Definition and Abbreviations:***

**Article 4-**Medical Education Student Board is a student board established as stated in Article 9, under the Dean of Hacettepe University Faculty of Medicine, in order to work within the framework of the purpose specified in Article 3.

**Article 5-**In this directive;

- University: Hacettepe University,
- HUTF, Faculty, Faculty of Medicine: Hacettepe University Faculty of Medicine,
- Dean: Dean of Hacettepe University Faculty of Medicine,
- Faculty Board: Hacettepe University Faculty of Medicine Faculty Board,
- President: President of the Medical Education Student Council,
- TEÖK, Board: Medical Education Student Board,
- Students: Students who are Active Student Status within the Faculty of Medicine of Hacettepe University and Studying and Studying within the scope of 6-Year Turkish & English Medical Education Programs,

***Duties of TEÖK:***

**Article 6-**TEÖK performs the following duties in line with the purpose defined in article 3:

- a) To represent the students of Hacettepe University Faculty of Medicine in the processes related to medical education and training and to work in coordination and mutual respect with the representatives of the Faculty and Program / Department and all stakeholders authorized to represent the faculty students,
- b) To ensure communication between students and other stakeholders in the processes related to medical education,
- c) To compile student opinions, suggestions and requests about medical education,
- d) To identify and analyze the current problems in medical education,
- e) Developing suggestions for solving these problems and improving the current situation,

- f) To convey the suggestions and outputs to the relevant stakeholders and to follow them,
- g) To benefit from good practices and experiences in medical education,
- h) To make scientific research, studies and publications related to medical education and/or to contribute to similar studies when necessary,
- i) To perform other duties assigned by the Dean's Office and/or the Faculty Board.

***Relationship of TEÖK with Other Persons and Legal Persons Responsible for Student Representation***

**Article 7-**Medical Education Student Board; It conveys the opinions of medical faculty students to the relevant authorities in the planning, management and evaluation processes of medical education and works effectively in coordination with other internal stakeholders in the processes related to medical education.

**Article 8-**The Medical Education Student Board carries out its work in a respectful manner to the working areas of the student representatives and other persons and legal entities authorized to represent the students by the University and the Faculty of Medicine.

***Formation of TEÖK, Members, Duties of Members, Term of Office and, Elections:***

**Article 9-**TEÖK consists of twelve (12) members who are elected separately for each of the Turkish and English education programs from each grade level (I, II, III, IV, V and VI). Members who will serve in the Board must have the following qualifications and submit the necessary documents to the Election Board, together with the candidacy petition, showing that they meet these conditions:

- a. Being a student enrolled in the Faculty of Medicine,
- b. Not being a member or an official in political party organs,
- c. Not having a criminal record due to disgraceful crimes,
- d. Not taking any disciplinary punishment other than a warning,
- e. Not having frozen the registration at the time of the election,

**Article 10-**The term of office of the members is one (1) year following the first meeting of TEÖK with its new members within 7 days at the latest after the elections.

**Article 11-**The provisions regarding the selection process are as follows:

- a) Elections are at the beginning of each academic year, It is done in November.
- b) An Election Board is formed by the Faculty Board under the chairmanship of the Dean or the Deputy Dean in order to manage the processes related to the election and take the decisions. Faculty members, the previous TEÖK President, and students participate in the Election Board. Students cannot take part in the Election Board of the election they are nominated for. This rule also applies to the Chairman of TEÖK in case he is a candidate again.
- c) Candidates for the election are submitted to the Election Board in writing, at the latest fifteen (15) days before the election.
- d) The final list of candidates is announced and announced by the Election Board at the latest seven (7) days before the election.

- e) The Dean's Office and the Faculty Secretariat are responsible for informing all students in the faculty regarding the TEÖK Election.
- f) All students with active student status at HUTF have one (1) vote in the election. Each student can only vote for their own grade level and education program (Turkish/English).
- g) In order for the election to take place, 1/2 majority is required in the first round and 1/3 majority in the second round. In the third round, majority is not required. In the election, the candidate who receives the most votes is deemed to have won the election, provided that the majority requirement is observed.
- h) In the case of equality of votes, the election is repeated and in the case of equality in the fourth round of voting, the members are elected by drawing lots among the candidates who receive equal votes.
- i) In the event that there is no candidate in the elections, the call for candidacy is repeated and the election is held with the same procedures seven (7) days after the determined election date at the latest. If there is no candidate, one (1) member is appointed by the Dean from among the students who meet the requirements of the relevant grade level and education program.
- j) The election results are announced to the students and faculty units via the Faculty web page and via e-mail, after the wet signed minutes of the Election Board members are submitted to the Dean's Office.
- k) The Faculty Board is authorized to make changes in the election calendar in extraordinary circumstances and situations.
- l) Students who are candidates in the elections cannot receive the explicit or secret support of associations, foundations, organizations, political parties, societies, boards, councils, institutions, and, organizations. Candidates are responsible for running their election campaigns independently. Candidates may also not make promises that may mean providing material and moral benefits. If the candidates violate these rules, their candidacy is canceled by the Election Board. The Faculty Board is authorized to object to this decision of the Election Board.
- m) Other rules and provisions that are not included in this directive regarding election are regulated with the recommendation of TEÖK and the approval of the Faculty Board.

#### **Establishment, Duties and, Authorities of the TEÖK Presidency Board**

**Article 12**-TEÖK Presidency Board; It consists of 3 (three) members in total, including TEÖK President, TEÖK Vice President and TEÖK Secretary. A student can attend the TEÖK Presidency Board at most 2 times in total.can be a candidate and can be selected.

**Article 13** –The members of the Board meet with the agenda of the election of the new TEÖK Presidential Board, under the chairmanship of the previous TEÖK President or, in his absence, the previous TEÖK Vice President or the previous TEÖK Secretary, within 1 week following the election at the latest. This meeting is chaired by the Chairman of the Meeting to be elected by the new members of the Board by closed voting, in case all the previous members of the TEÖK Presidency Board have been re-elected and are nominated for any position in the TEÖK Presidency Board. The principles regarding the election of the TEÖK Presidency Board are as follows:

- a) The election of the TEÖK Presidential Board is made by closed voting method.

- b) First, a call for candidacy is made for the Presidency of TEÖK. Members of the Board who want to be candidates are given the right to speak, provided that they are of equal duration. After all, candidates have used their right to speak, voting begins. The candidate who receives the most votes in the voting is elected as the Chairman of TEÖK. In the case of equality of votes, the election is repeated and in the case of equality in the fourth round of voting, the President is elected by drawing lots among the candidates who receive equal votes.
- c) After the TEÖK President is elected, a call for candidacy is made for the TEÖK Vice President. Members who were nominated for the TEÖK Presidency but were not elected may also be candidates for the TEÖK Vice Presidency. Members of the Board who want to be a candidate for the TEÖK Vice-President are given the right to speak, provided that they are of equal duration. After all candidates have used their right to speak, voting begins. The candidate who receives the most votes in the voting is elected as TEÖK Vice President. In case of equality of votes, the election is repeated and in case of equality in the fourth round of voting, the Vice President is elected by drawing lots among the candidates who receive equal votes.
- d) After the TEÖK Vice President is elected, a call for candidacy is made for the TEÖK Secretariat. Members who are candidates for the TEÖK Presidency and/or TEÖK Vice Presidency but are not elected may also be candidates for the TEÖK Secretariat. Board members who want to be candidates for the TEÖK Secretariat are given the right to speak, provided that they are of equal duration. After all candidates have used their right to speak, voting begins. The candidate who receives the most votes in the voting is elected as the TEÖK Secretary. In case of equality of votes, the election is repeated and in case of equality in the fourth round of voting, the election of the TEÖK Secretary is made by drawing lots among the candidates who receive equal votes.
- e) In the elections held, the previous TEÖK Chairman, who chaired the meeting, cannot vote. This rule is invalid if the previous TEÖK President is re-elected as a member of the board.
- f) The previous TEÖK Chairman/Meeting Chairman, who presided over the meeting, presents the minutes regarding the election results to the Dean's Office with the wet signatures of the members

**Article 14-**In order to be elected to the TEÖK Presidency Board, it is necessary not to be a member of the Management, Executive, Executive, Audit, and Supervisory boards of any association, community, foundation, board, council, organization and/or institution/organization within and/or outside the University. Members who are candidates for the TEÖK Presidency Board,

While explaining, they are obliged to make a written statement that they meet these conditions. After being elected to the TEÖK Presidency Board, the duty of a member of the Board elected/assigned to such a position in the Presidency Board ends. This member continues his duty in the Board until the end of his term of office. Temporary or permanent committees and working groups/councils to be formed with the participation and representation of the managers of Medical Education Student Boards inside or outside the university are excluded from this rule.

**Article 15-**A member of the TEÖK Presidency Board, who will be a candidate for a position in any organization, institution, institution, council and/or community, must inform the Board in case of announcing his candidacy. In the event that the said candidacy is finalized, the relevant member's duty in the TEÖK Presidency Board automatically ends and a re-election is held in accordance with the 12th, 13th, 14th and 15th Articles of the Directive.

**Article 16-**A majority of votes is sufficient for the TEÖK Presidency Board to take a decision.

**Article 17-**The duties and powers of the TEÖK Presidency Board are as follows:

- a) To lead the work of the board,
- b) Coordinating the work of the Board,
- c) Under the leadership of the Chairman of the Board, to take decisions regarding the dispatch, operation, and, working schedule of the Board, provided that they do not conflict with the Directive and Board decisions.

**a. Minister:**

1. He is the highest representative of the board. Represents the board on every platform.
2. It is responsible for the coordination of the work of the Board together with the TEÖK Presidency Board.
3. Responsible to the Dean's Office and the rules set by the Directive.
4. It prepares the agenda of the Board and Medical Education Student Council meetings and invites the members of the Board to the meeting.
5. He chairs the Board and Medical Education Student Council meetings.
6. Supervises the Meeting Reports and Decision Minutes prepared by the TEÖK Secretary.
7. It may call the Board and the Medical Education Student Council to an extraordinary meeting under the circumstances and conditions it deems necessary.
8. Together with the TEÖK Presidency Board, it ensures the proper functioning of the announcement processes of the Board, the website, social media, and similar accounts.
9. When necessary, he may deputize for the Vice-President, provided that he informs the Dean. The duration of the power of attorney cannot exceed ten (10) days without interruption. The President may cancel the mandate before its due date.
10. The board should be in constant communication with its stakeholders.
12. At the end of each academic year, TEÖK presents the activity report to the Board, which it will prepare together with the Presidency Board, and submits it to the Dean's Office after the Board's approval.

**b. Vice president**

1. Assists the President in the functioning of the Board.
2. In the absence of the President, he presides over the Board and Medical Education Student Council meetings.
3. In the event that the President deputizes, he assumes all the duties and powers of the President.
4. Performs other duties assigned by the President and the TEÖK Presidency Board.

**c. Board Secretary**

1. It keeps the Meeting Minutes and Resolutions of the Board, and opens these minutes and resolutions for the signature of the members.
2. All kinds of correspondence, documentation and archiving formats of the Board are determined together with the TEÖK Presidency Board.
3. Archives the board documents and presents them when necessary.
4. He takes part in conveying the agenda and meeting calls prepared by the Chairman to the members and their addressees.

5. It works with the TEÖK Presidency Board in the execution of promotional and announcement works through posters, flyers, e-mail and web page.
6. It works with the TEÖK Presidency Board in the functioning of the Website, Social Media accounts and other similar platforms.
7. It compiles the opinions, requests and suggestions of the students about the board and presents them to the TEÖK Presidency Board and then to the Medical Education Student Board.

### **Working Procedures and Principles of TEÖK:**

**Article 18-**The general provisions regarding the TEÖK working order are as follows:

- a) TEÖK works according to the procedures determined by the Directive.
- b) Decisions taken at the Board meetings are binding for the functioning of the Board. However, these decisions cannot contradict the Directive.
- c) The Board supervises the decisions taken and the activities carried out by the TEÖK Presidency Board. It can cancel/change these decisions and activities when it deems necessary.
- d) The Board may authorize the TEÖK Presidency Board under the circumstances and conditions it deems necessary, provided that it is limited to the relevant subject and activity.
- e) Board decisions and minutes are recorded and archived in the Decision / Minutes Folder or Book. The way and method of taking the decisions are determined by the 19th article of the Directive.
- f) TEÖK, while carrying out its work, may form working groups with the decision of the Board with the least majority of votes. The purpose, number of members, working method and duration of the working group are determined by the Board, provided that they do not contradict with the Directive.
- g) The members of the established working groups are also determined by the Board by voting procedure.
- h) The members of the working group elect a member from among themselves, who also serves as a member of the Board, as the "Working Group Responsible". The Working Group Officer is responsible for the regular functioning and reporting of the Working Group's meetings and activities. Working Group Responsible is responsible to TEÖK Presidency Board and TEÖK. When he deems it necessary, the Chairman of TEÖK and/or the Deputy Chairman to be appointed may attend and chair the Working Group meetings.
- i) At the request of at least 2 of the members of the Board or the Chairman, the existence of the relevant working group may be terminated in the voting to be held in the Board with at least a majority of the votes.
- j) All members of the Board and working group may receive assistance from previous TEÖK members and other persons deemed necessary for their work to be carried out in accordance with the principles to be determined by the TEÖK and accepted by the Dean's Office.

**Article 19-**The provisions regarding TEÖK meetings and decision making are as follows:

- a. TEÖK holds at least 1 (one) meeting every month. TEÖK ordinary meeting call, together with the agenda, is notified to TEÖK members at least 5 (five) days in advance in writing or by e-mail. When necessary, the Chairman may call the TEÖK members for an extraordinary meeting by informing them via e-mail and/or telephone at least 1 (one) day in advance. Extraordinary meetings are held at the initiative of the President or at the request of at least three (3) members.
- b. TEÖK members have to attend TEÖK meetings in person. They cannot send a representative to their place.
- c. As a result of the decision of the Board with the least majority of votes, persons outside the Board may be invited to the meetings. Persons invited to the Board meetings from outside do not have the right to vote.

- d. Members of the Board who cannot attend the meetings are obliged to notify the TEÖK Presidency Board, via the official e-mail address of the Board or in writing, within 2 days at the latest after the date of the relevant meeting. The excuses submitted are evaluated by the TEÖK Presidency Board. The TEÖK Presidency Board is authorized to evaluate the excuses. If the relevant excuse is not accepted by the TEÖK Presidency Board, the relevant member is deemed not to have attended the meeting. Membership of a member who does not attend 2 (two) and/or 4 (four) meetings in a row in an academic year and does not give an excuse/his excuse is not accepted by the TEÖK Presidency Board automatically terminates. These rules and procedures are also valid for extraordinary meetings, meetings where quorum is not achieved and meetings held postponed due to lack of quorum.
- e. TEÖK meetings are held with the participation of at least one more than half of the members. If this majority is not achieved, the meeting is held again after 1 week at the latest. A quorum is not required at this meeting.
- f. The meeting is chaired by the Chairman of TEÖK, and in the absence of the Chairman, the Vice-Chairman presides.
- g. Unless otherwise stated, a majority vote is sufficient for the decisions to be taken by the Board. However, a 3/4 majority is required for the approval of the proposals to be submitted to the Faculty Board regarding the amendment of the Board's directive.
- h. Virtual meetings can be organized by using communication and voting tools such as e-mail and web page in cases where urgent discussion and decision-making are required outside of the ordinary TEÖK meetings. However, the conditions specified in article 18 and article 19 apply to the decisions in such meetings.
- i. In case of equality in the voting to be held by the Board, the voting is repeated. In case of repetition of the equality, the vote of the Chairman shall be deemed to have been decided in favor of.

#### ***Medical Education Student Council:***

**Article 20**-TEÖK; at least once in each academic year; It organizes meetings where problems, opinions and suggestions related to medical education are shared, open to all students and where everyone has an equal say. These meetings are organized under the name of "Medical Education Student Council" under the coordination of the TEÖK Presidency Board. The President of TEÖK presides over these meetings in the capacity of "Head of Medical Education Student Council". TEÖK members are obliged to attend Medical Education Student Council meetings unless they have a valid excuse.

#### ***Termination of Membership and Resignation:***

**Article 21**-Board members' resignation rights are reserved. A Board Member who wishes to resign from his position in the Board submits his resignation letter in writing to the TEÖK Presidency Board. The TEÖK Presidency Board evaluates the relevant resignation request. In case the resignation is accepted by the TEÖK Presidency Board, the TEÖK President notifies the relevant resignation to the Dean's Office.

**Article 22**-Any member may be terminated from his/her duty on the grounds that he/she has abused/not fulfilled his/her duty in the Board and/or acted contrary to the Directive as a result of the decision to be taken by the Medical Education Student Board with at least 3/4 majority. Objections to this decision to be taken by the Board are made to the Faculty Board. The decision of the Faculty Board on this matter is final.

**Article 23**-In order to complete the remaining term of office of the member whose membership in the board expires due to resignation and/or any reason, a call is made for Board membership, provided that he is a student in the same term and program. Candidates notified to the Board in writing as a result of the call, are evaluated at the meeting of the Board with this agenda, and the candidate who receives the highest number of votes is elected as a member. In case of equality in voting, the election

is repeated and in case of equality in the fourth round, the election of members is made by drawing lots among the candidates who received equal votes. If there is only one candidate, members are elected with the least majority of votes.

**Article 24-**If a member of the TEÖK Presidency Board resigns from his position in the Presidency Board, his membership in the Board continues.

**Article 25-**Re-election is held for the TEÖK Presidency Board, in accordance with the conditions and procedures in Articles 12, 13, 14 and 15, instead of the member whose duty in the TEÖK Presidency Board has expired due to resignation or any reason. In this election, the current TEÖK Presidency Board members may also be candidates for the vacant TEÖK Presidency Board position. In the event that a member who is currently serving in the TEÖK Presidency Board is elected to the vacant TEÖK Presidency Board, this member's current duty in the TEÖK Presidency Board ends. The election is made in the same way for this task that has ended.

**Article 26-**In order to complete the term of office of the member who resigns from the Board membership along with his duty in the TEÖK Presidency Board, an election is made in accordance with the relevant provisions of the Directive for Board Membership.

***Relations and responsibilities of TEÖK:***

**Article 27-**TEÖK is directly responsible to the Dean of HUTF in all its activities.

**Article 28-**During its work, TEÖK cooperates with the Dean's Office, the Department of Medical Education and Informatics, the Board of Coordinators, faculty members, student representatives, student societies and other relevant persons, institutions/organizations and committees.

**Article 29-**TEÖK tries to ensure the widest participation of students in order to best reflect the views of the students in every subject related to medical education.

**Article 30-**HUTF Dean's Office; recognizes TEÖK as an official Board that conveys student opinions in the planning, management, evaluation and development processes of medical education.

***Protection of the Directive:***

**Article 31-**No article of this directive can be suspended or changed in its implementation by the decision of the Board and/or the TEÖK Presidency Board. The rules specified in Article 19 and related articles of the Directive are valid for the amendment of the Directive.

***Change:***

**Article 32-**As a result of the decision to be taken by TEÖK with at least 3/4 majority regarding this directive, the amendment proposals submitted to the Faculty Board come into force with the approval of the Faculty Board.

***Additional Article:***

**Article 33-**The authority to make regulations and take decisions on all matters other than the provisions of this directive is the responsibility of the Dean of HUTF. The HUTF Dean's Office also receives the views of TEÖK on the arrangements it will make in this context.



***Temporary topic:***

**Article 34-**This directive enters into force following its publication. However, the articles of the Board regarding the election of members come into force following the next election in order to protect the vested right and prevent loss of rights. The current Coordinator continues to serve as the President, the Deputy Coordinator Vice President, and the Secretary as the Secretary of the Board. The current Research and Development officer continues his duty as TEÖK Vice President. Board Members retain their duties until the next election. On the other hand, the majority and decision-making methods determined in this current directive are valid for the decisions to be taken by the Board until the re-election is held. This article (Article 34) shall be repealed after the termination of the duties of the current Board members and the notification of the results of the elections to the Office of the Dean.

***Force:***

**Article 35-**This directive enters into force as of the date it is approved by the Faculty Board.

***Executive:***

**Article 36-**The provisions of this directive are executed by the Dean of HUTF.