**FENERBAHÇE UNIVERSITY**

**FACULTY OF PHARMACY**

**INTERNSHIP APPLICATION FLOW**

**An information meeting is held by the Internship Commission for students who will do their internship in March.**

Internship Calendar is announced during the Education and Training Spring Term.

(Internships are held at the end of the 10th semester and in the months that coincide with summer vacation.)

**The Internship Commission determines the Internship Calendar.**

**The student first determines the place where she/he will do his internship. For Internship I, Internship II and Internship III, the Internship application is submitted to the Internship Commission between May 1-30. Applications for Internship IV are made in the fall semester.**

**Students who will receive a fee from the internship place submit the Internship Site Business Information Form (ANNEX-3), taken from the Fenerbahçe University website, to the Commission along with other documents after it is filled in by the person responsible for the Institution/Organization where they will do the internship.**

**For application; The Internship Application and Acceptance Form (ANNEX-1) taken from the Fenerbahçe University website is signed by the person responsible for the Institution/Organization where the student will do the internship and the student, and delivered to the Internship Commission of the Faculty of Pharmacy along with the Declaration and Commitment (ANNEX-2).**

**After the approval of the Internship Commission, the result of the internship file becomes final.**

**Internship evaluations of students who have completed Internship I, II and III are carried out by the commission according to ANNEX-7, taking into account the Internship Evaluation Form (ANNEX-6) filled out by the Institution/Organization responsible.Internship IV; It is evaluated according to ANNEX-6, ANNEX-7 evaluations and the internship final exam (oral/written) organized by the Internship Commission.**

**The files are delivered to the Internship Commission Chairmanship by the Faculty Secretary with a report.**

**Students who complete their internship must submit their Internship Notebooks and Internship Attendance Schedule (ANNEX-5) to the Faculty. The students hand it over to the Faculty Secretariat.**

**Students who need to make changes in their internship start and end dates or internship location must notify the Internship Commission Chairmanship immediately in writing, 15 days in advance, or students who have to abandon their internship due to force majeure.**

**The student, whose internship has been finalized, must keep reports in the Internship Book, which will be printed on the faculty web page, and fill out the Internship Attendance Schedule (ANNEX-5) during the internship period, and have them approved by the workplace institution/organization manager with a stamp and signature at the end of the internship.**

**At the end of the application period, the Internship Committee approves the students' internship locations and dates.**

**Students who want to change their internship place in accordance with the periods in the internship calendar must fill out ANNEX-4 and ANNEX -1 again. It is delivered to the Faculty Secretariat.**