**FENERBAHÇE UNIVERSITY**

**FACULTY OF PHARMACY UNDERGRADUATE EDUCATION INTERNSHIP DIRECTIVE**

**SECTION ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1-** The purpose of this directive is to determine and regulate the principles and procedures related to internship practices included in the education and training process of undergraduate students at the Faculty of Pharmacy, Fenerbahçe University.

**Scope**

**ARTICLE 2-** This directive covers the activities and principles regarding the compulsory internship courses that Fenerbahçe University Faculty of Pharmacy students will carry out within the scope of their undergraduate education.

**Basis**

**ARTICLE 3-** This regulation is prepared based on the provisions of the Additional Annex 23 and Annex 24 of the Higher Education Law No. 2547, the Vocational Education Law No. 3308, the Higher Education Council's Framework Regulation on Applied Education in Higher Education dated June 17, 2021, and numbered 31514, the Fenerbahçe University Associate and Undergraduate Education and Training Regulation, and the relevant articles of the Regulation on Determining Minimum Training Requirements for Medical, Nursing, Midwifery, Dentistry, Veterinary Medicine, Pharmacy, and Architecture Education Programs amended by the Official Gazette dated May 25, 2018, and numbered 30431.

**Definitions**

**ARTICLE 4-** In this directive;

a) **University** : Fenerbahçe University,

b) **Senate** : Fenerbahçe University Senate,

c) **Dean** : Dean of the Faculty of Pharmacy ,

d) **Dean's Office** : Dean of Fenerbahçe University Faculty of Pharmacy,

e) **Faculty** : Fenerbahçe University Faculty of Pharmacy,

f) **Faculty Board** : Fenerbahçe University Faculty of Pharmacy Faculty Board,

g) **Faculty Administrative Board** : Fenerbahçe University Faculty of Pharmacy Administrative Board

h) **Internship Commission** : A commission appointed by the Faculty Administrative Board for three years, consisting of pharmacist faculty members and stakeholders responsible for the execution and evaluation of internships,

i) **Internship Commission Chairman** : Fenerbahçe University Faculty of Pharmacy Internship Commission Chairman,

k) **Faculty Secretary** : Faculty Secretary of Fenerbahçe University Faculty of Pharmacy,

l) **Career Center** :Fenerbahçe University Career Center,

m) **Internship Unit** : Fenerbahçe University Internship Unit,

n) **Directive** : Fenerbahçe University Faculty of Pharmacy Internship Directive.

**SECTION TWO**

**Principles of Internship Application**

**Internship Obligation**

**ARTICLE 5-** Students studying at the faculty are obliged to do an internship to improve their skills in applying the theoretical and practical knowledge they have learned in the relevant sector and to gain work experience. Students must successfully complete their internships in accordance with the provisions of this directive in order to graduate. A student who has not successfully completed his internship will not be given a leaving certificate or diploma.

**Internship application**

**ARTICLE 6-** (1) The internship application is carried out according to the internship calendar determined by the Internship Commission.

(2) The internship calendar is announced to students in the academic term.

(3) Students must find the institution where they will perform their internship themselves.

(4) Students who determine the internship place, must have the Internship Application and Acceptance Form (ANNEX-1) approved and signed by the Institution/Organization responsible, and then signs it himself, submitting the Declaration and Letter of Commitment Form (ANNEX-2), Establishment Information Form (ANNEX-3), and will receive a fee from the internship place. for students) and submits it to the Internship Commission.

(5) The Internship Commission prepares the (ANNEX-2) and (ANNEX-3) information and forwards them to the University Internship Unit.

(6) Students who want to change their internship location in accordance with the periods in the internship calendar can apply again by filling out the ANNEX-1, ANNEX-3 and Petition for Change of Internship Location (ANNEX-4) forms.

(7) Internship places and internship dates of students who complete their applications on the dates specified in the internship calendar are finalized with the approval of the Internship Commission and the Dean's Office.

(8) During the internship period, the student must keep reports in the Internship Notebook, which can be printed out on the faculty website, and fill out the Internship Attendance Chart (ANNEX-5) and have them approved by the official of the workplace institution/organization with a stamp and signature.

(9) After the internship, students must submit the Internship Notebook and Internship Attendance Chart (ANNEX-5) to the Faculty Secretariat within the periods specified in the internship calendar. The internship of students who do not submit the relevant documents within the specified period will be considered invalid.

(10) At the end of the internship, the institution/organization responsible fills out, approves, and ensures the delivery of the Internship Evaluation Form (ANNEX-6) to the Faculty Secretariat in a sealed envelope, without the student seeing it.

(11) All documents related to the completed internship [Internship Notebook, Internship Attendance Chart (ANNEX-5), and Internship Evaluation Form (ANNEX-6) filled out by the institution/organization responsible] are delivered to the Internship Commission Presidency for evaluation by the Faculty Secretariat with a record.

(12) The grades of the students whose internships are evaluated are recorded in the Student Information System after they are approved by the Internship Commission.

**Evaluation of Internship**

**ARTICLE 7- (**1) The evaluation of Internship I, Internship II and Internship III is carried out by the commission in accordance with ANNEX-7, taking into account the evaluation in 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. Evaluation rates and success grades are determined by the recommendation of the Internship Commission and the decision of the Faculty Board.

(2) The student who is successful in the internship course is given a grade of (S).

(3) Students' internship success grades are entered into the system by the Internship commission.

**Internships notebook**

**ARTICLE 8-** Theinternship notebook and its contents Commissionbyare prepared.

**Time and duration of the internship**

**ARTICLE 9-** (1) The compulsory internship, which is a minimum of 6 months (120 working days), is carried out in a public pharmacy or hospital under the supervision of a pharmacist, in a pharmaceutical production facility, medical equipment production facility, cosmetics factory and/or R&D related to these production areas. It must be completed at the centres.

Internships can also be done in similar organizations abroad, provided that they are accepted by the Internship Commission.

(2) Internships; It is applied during the summer months at the end of the academic year in the 4th (Internship I), 6th (Internship II) and 8th (Internship III) semesters, and during the academic year in the 10th semester (Internship IV).

a) Internship I: It covers the internship of at least 20 working days during the summer period at the end of the 4th semester of undergraduate education.

b) Internship II: It covers the internship of at least 25 working days during the summer period at the end of the 6th semester of undergraduate education.

c) Internship III: It includes an internship of at least 30 working days during the summer period at the end of the 8th semester of undergraduate education.

d) Internship IV: It covers the internship carried out within the provincial borders of Istanbul for 45 working days in the 10th semester of undergraduate education.

(3) Decisions related to internship durations mutually determined by cooperation protocols made by the Faculty with companies and institutions are made by the Administrative Board. (4) Working hours and days cannot be contrary to the legislation issued by the Council of Higher Education and the Labor Law.

(5) Students who need to make changes in the start and end dates of their internship or the location of their internship must notify their situation 15 days in advance, or students who have to abandon their internship due to force majeure must immediately report their situation to the head of the Internship commission to which they are affiliated, with form ANNEX-4. Otherwise, the student pays the insurance premium, administrative fine, late payment interest and delay interest, and all fees to be paid by the Faculty to the relevant institutions.

(6) When students who change their internship place or have to abandon their internship for the reasons specified in Article 9/5 submit their situation in writing to the Internship Commission chairmanship, they must convey this situation to the Faculty Secretariat without delay and immediately within the same business day.

**SECTION THREE**

**Principles Regarding Duties, Responsibilities and Disciplinary Matters**

**Internship Commission**

**ARTICLE 10-** (1) The Internship Commission is appointed for three years by the Faculty Administrative Board and consists of pharmacist faculty members and stakeholders responsible for the execution and evaluation of internships. The Internship Commission President presides over the commission.

(2) The duties of the Internship Commission are as follows:

(a) To organize at least 2 meetings per year, at least once in each academic semester,

(b) To organize internship-related meetings for students in line with the provisions of this directive.

(c) To ensure that the internship is organized and supervised.

(d) Evaluating internship reports and ensuring that internship exams (written/oral) are conducted.

(e) To hold informative meetings with pharmacies and other authorized institutions that are internship training sites,

**Disciplinary Matters**

**ARTICLE 13-** (1) Students must comply with the rules regarding working conditions, discipline and occupational safety of the workplaces where they do their internship. A student who acts otherwise or is absent for three consecutive days without permission or excuse or for 10% of the total time during the internship is considered unsuccessful.

(2) Students whose internship is deemed unsuccessful repeat their internship.

(3) The missing days determined by the instructor during the internship are completed by the student.

(4) If the intern student causes any damage caused by himself, he is subject to the responsibilities of the employees of that workplace.

(5) The provisions of the Higher Education Institutions Student Disciplinary Regulations are valid throughout the internship application period.

**SECTION FOUR**

**Miscellaneous and Final Provisions**

**Situations not covered by the directive**

**ARTICLE 14-** In cases not provided for in this regulation, the relevant provisions of other legislation, as well as decisions of the Higher Education Council and the Interuniversity Board, and the decisions of the Board of Trustees, Faculty Board, and Administrative Board are applied.

**Effectiveness**

**ARTICLE 15-** This Directive enters into force as of the date it is approved by the Fenerbahçe University Senate.

**Executive**

**ARTICLE 16** - The provisions of this Directive are enforced by the Dean of Fenerbahçe University Faculty of Pharmacy.