

FREQUENTLY ASKED QUESTIONS REGARDING INTERNSHIPS

A) APPLICATION PROCESS AND DOCUMENTS

1. Are Internship Courses Mandatory?

Yes, internship courses are compulsory in the pharmacy curriculum. Students who do not perform their practical training or do not register for the internship course in the following related semester will not be considered to have officially completed their internship.

2. Which internship should be chosen for which class and semester? When are the internships held?

In the ideal case, our students' internship journey is as follows:

Grade	Fall	Spring	Summer
1st Grade			
2nd Grade			Internship I is completed.
3rd Grade		Internship I course is taken.	Internship II is completed.
4th Grade		Internship II course is taken.	Internship III is completed.
5th Grade	Internship III course is taken.	Vocational Education in Business course is taken and internship is completed.	

Internship I, Internship II, and Internship III courses are held during the summer months. Internship I and Internship II courses are selected and graded in the spring semester following the internship, while Internship III courses are selected and graded in the fall semester following the internship.

Vocational Education in Business is selected and graded in the same semester (spring of 5th grade).

3. What should the internship duration be for summer internships (Internship I, Internship II, and Internship III)? What are the places where internships can be done?

a. How long and where can Internship I be done?

See [Internship Directive](#).

It is an internship that lasts 20 working days and is carried out only in a public pharmacy.

b. How long and where can Internship II be done?

See [Internship Directive](#).

It can be done under the supervision of a pharmacist in a public pharmacy or hospital for a period of 30 working days.

c. How long and where can Internship III be done?

See [Internship Directive](#).

It can be carried out for a period of 30 working days in a public pharmacy or hospital under the supervision of a pharmacist, in a pharmaceutical production facility, medical equipment production facility, cosmetics manufacturing plant and/or R&D centers related to these production areas and/or in other pharmacy areas within this scope that the commission deems appropriate

4. Can internships I, II and III be done at the same time?

Internship dates are determined annually by the Internship Committee. If dates conflict, it is not possible to complete the internship simultaneously.

5. Should I find a pharmacy where I will do my internship myself?

Yes. Students must find the pharmacy where they will do their community pharmacy internship and have it approved by the faculty.

6. What should I do if I cannot find an internship?

In this case, you can apply to the faculty internship committee and request guidance.

7. Will my Erasmus internship be accepted?

Erasmus internships can be considered part of a regular internship if they comply with our Internship Guidelines and are deemed appropriate by the faculty. It's advisable to research and obtain information beforehand.

8. I want to do an internship in the industry. Does our faculty have quota agreements with the industry sector?

Our faculty is taking the necessary initiatives. Quotas are subject to change periodically. Students should individually contact companies to arrange their industrial internships.

9. Can we do an internship in a private hospital?

Yes, internships can be completed at private hospitals that have a pharmacy and a pharmacist in charge. However, internships cannot be completed at hospitals or private clinics that do not have a pharmacy.

10. How are internship workdays calculated?

Internship workdays are weekdays (Monday–Friday). Saturdays and Sundays are not counted as internship workdays. Public holidays falling during the week (national/religious holidays, January 1st, etc.) are not counted as internship days.

11. When are internship applications due?

Internship applications are accepted at the beginning of each semester according to the academic calendar announced by the faculty. Students must apply for internships and vocational education in business courses between the dates specified in this calendar. When no calendar is announced, applications for Internship I, II, and III must be submitted by the end of the 12th week of the spring semester.

12. How can I apply for my internship?

Required Documents: 3 physical (wet-ink) application forms + 1 copy of ID card/passport.

Our students must take 3 printouts of the Application Form (English) belonging to the relevant program, fill them out completely (or fill them out on the computer and take 3 printouts), and ensure the following for each copy:

- a. A passport-sized photograph must be attached to every copy. Do not submit documents without a photo.
- b. For community pharmacy internships, the diploma date of the supervising pharmacist must be written (The pharmacist must have completed at least 3 years in the profession as of the internship start date).
- c. In the Class and Internship Period section, the student's current year and the name of the internship must be written in the relevant boxes. *Example: 2nd Year / Internship I.*

- d. Personal information, contact details, and the information of the institution/organization where the internship will be conducted must be filled out accurately, legibly, and completely.
- e. Internship dates and the total number of internship working days must be filled out correctly.
- f. The wet-ink signature and official stamp (seal) of the authorized person at the institution/organization where the internship will be held must be present. Forms without a stamp and signature will not be considered.

The prepared documents must be submitted **in person** to the faculty responsible members in exchange for a signature on the dates announced.

13. Where can I find the internship application documents and other related forms?

Relevant documents are available on our website; "Required Documents→", "Internship (Turkish-English)"→ are available in the "Faculty of Pharmacy Internship Documents (English)" tab. Documents should always be downloaded in their most up-to-date versions, as there may be various corrections or updates. Our students should only use their specific program forms they are affiliated with (English).

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14. The host institution has requested an internship agreement. Could you please inform me where I can obtain the document, and which parties are required to sign it?

If requested, the "[Workplace Internship Contract](#)" should be downloaded from the website, completed in three original copies, and signed by all parties. A copy is submitted to the Commission together with the Internship Approval and Evaluation Forms.

15. Is it possible for a relative or friend to deliver my internship documents for me?

No. Since internship documents are received in exchange for a signature, submission through third parties is not possible.

16. Is an OHS (Occupational Health and Safety) certificate mandatory?

Yes, it is mandatory. Students who will undertake an internship are required to receive the necessary training on occupational health and safety and possess a certificate proving they have received this training, in accordance with Law No. 6331 and the Regulation on the Procedures and Principles of Occupational Health and Safety Training of Employees, before starting their internship.

17. Where can I obtain the OHS certificate?

Our university's Continuing Education Center (SEM) provides free OHS training periodically. The planning and implementation of these training sessions are managed by the SEM unit; you may follow their announcements for updates. This training can also be obtained from any external institution. The validity of the certificate is 1 year. The Internship Commission is not involved in the organization or administration of these training sessions.

18. Can I do my internship in a city other than Ankara? Can I do my internship abroad?

Internship I, Internship II and Internship III can be done in any province in Türkiye. These can also be done abroad if approved by the Dean's Office and the Internship Commission. For Vocational Education in Business, the commission decision of the relevant period shall apply.

19. I am planning to do my internship abroad.

- a. What should I pay attention to about the information of the institution and organization where the internship will be done?**

The pharmacist's graduation date (for the internships done in community pharmacies) must be written in accordance with the calendar and alphabet used in Türkiye. The wet-ink signature and official stamp (seal) of the institution's authorized supervisor are mandatory.

- b. The originals of my application documents have been shipped but do not meet the delivery date, what should I do?**

Application documents must be planned to reach the Commission by the submission deadlines, fully completed and in their original form with wet-ink signatures and official stamps (RULE).

Those who are unable to submit the original Internship Application Forms due to delays caused by unforeseen circumstances (EXCEPTION) must submit 3 copies of the original wet-ink signed Internship Application Form, along with all other required documents, by the final submission deadline. These individuals must then submit the original application documents at the end of their internship, placed inside the envelope together with the Internship Approval and Evaluation Forms.

20. I will do my internship in the country. I cannot submit my internship documents within the specified dates; will additional time be granted?

Except for the specified document submission dates, internship application documents will not be received except for force majeure.

21. Who can apply through the Career Gate (Kariyer Kapısı)? Where can I apply?

Only students who will do Internship II and Internship III can apply to the Career Gate. Applications are made online through the official website. You can log in using your e-Devlet credentials to complete your profile and submit your application during the designated periods.

22. I applied to Career Gate, the results have not been announced yet, what should I do?

Students whose Career Gate applications have not yet been finalized within the deadlines for submitting their internship application documents must submit a document proving their Career Gate applications (See "[Guide for Downloading Career Gate Application Documents](#)"), a petition explaining the situation, ALSO an alternative document to be determined in case their Career Gate applications are negative. must submit the completed internship application documents for the institution/organization to the responsible instructor of the relevant internship.

23. My application through Career Gate was approved, will I submit a certificate again?

Yes, when your hospital internship is approved, you must fill out and submit the required documents for the internship application for the relevant institution.

24. Since I have not been assigned to a suitable institution through the Career Gate process, can I be considered for a substitute position?

There is NO possibility of placement from the substitute list on the Career Gate platform; therefore, you must complete your internship at the alternative institution where you have submitted your documents.

25. Our hospital/industry internship has been approved, but the dates set by the hospital/industry do not match the internship dates set by the school. What should I do?

The internship dates proposed by the institutions must be strictly aligned with the number of workdays specified for the respective internship. If this condition is met, the current dates provided by the institution should be written on the internship application document, and a petition regarding the change of internship dates must be submitted to the Faculty Secretary. However, the dates proposed by the institution cannot coincide with the final or make-up examination weeks and cannot overlap with the academic term.

B) POST-APPLICATION PROCESS AND REQUIRED DOCUMENTS

1. My internship is about to start, but my insurance has not started yet. What should I do?

Insurance entries are usually made close to the start of the internship. If it still seems that no insurance has been entered as of the internship start date, you should contact the Faculty Secretariat or Internship Commission. It is important that you do not start an internship without an insurance entry.

2. How can I check my insurance entry statement?

You can check it from the "4A Employment Declaration" tab on e-Government. Your insurance record can be viewed in the system a few days before or on the day of the internship.

3. Am I allowed to be absent during my internship?

Absenteeism without a valid excuse is NOT possible for internships.

4. I could not continue the internship due to valid excuses. What should I do about my absence, is there any document I need to submit?

Absences during the internship are evaluated in accordance with Article 10 of the Faculty of Pharmacy Internship Directive (See [Internship Directive](#)). However, in the event of an absence due to a valid excuse, these missed days (which cannot exceed 20% of the total internship duration) must be completed immediately following the end of the regular internship period without any interruption. If there are days when the internship could not be attended due to valid excuses, your supporting documentation (medical report, pharmacist's permission, caregiver certificate, etc.) must be attached to the back of the Internship Approval Form. The missed days should be specified on the Internship Approval Form, and the end internship date must be revised to match the total duration of the internship. The form should be completed accordingly and submitted on the specified dates.

If your institution requests an extension of your insurance for the compensated days, you should send an e-mail to the Faculty Secretariat with a digital copy of the supporting document, along with the completed petition titled "[Insurance Extension Request for Internship Absence Due to a Valid Excuse](#)" on the web page and sending an e-mail to the Faculty Secretariat.

5. I could not continue the internship due to valid excuses. Do I have to complete my missing internship days in the same institution?

Yes. Missing days must be completed at the institution where the internship is performed.

6. Can I change my internship place due to force majeure?

After the internship places of the students are approved, they cannot change the internship place without the approval of the Internship Commission. In case of strike and lockout, death, natural disasters such as earthquake, fire and flood, and other force majeure events, students can continue their internship elsewhere with the approval of the Internship Commission.

7. What are the documents that need to be approved and filled in during the internship process? When should I submit the documents to the Internship Commission?

The relevant documents are available on our website, they should always be downloaded up-to-date as there may be some corrections or updates: [Eczacılık Fakültesi Staj Belgeleri \(İngilizce\)](#) | [Ankara Medipol Üniversitesi](#)

a. The Internship Approval Form must be filled in completely after the first page is carefully read and the form must have the wet signature and stamp of the institution official.

The pages titled "Studies Done and Information Learned in the Internship" at the end of the internship approval form should be filled in accordance with the internship learning objectives. Each page written by the student must have the signature and stamp of the institution official.

b. The Internship Evaluation Form must be filled in, signed and stamped by the institution responsible. This form is a confidential form; the student must submit the form to the school without opening it.

The Internship Evaluation Form and the Internship Approval Form shall be placed in a sealed envelope, which must then be signed and stamped by the institution. The student is required to provide the following information on the envelope and deliver it in person:

- i) Name-surname
- ii) Number
- iii) Program language
- iv) Internship name
- v) Internship dates
- vi) Mobile phone number that he/she actively uses

Documents must be submitted to the responsible instructors on the exact dates to be announced to you within the first month of the Fall Semester.

8. I did my internship abroad. What language should my documents be in?

For English program students, internship documents are mainly filled in English, but internship documents in a foreign country can be filled in a different language. However, in these cases, the documents must be translated into English by the student. Students in this situation must submit both the original documents and their English translations.

C) EVALUATION PROCESS

1. How are internships evaluated?

Internships I, II, and III are evaluated on a Pass/Fail (BAŞARILI/BAŞARISIZ) basis. Students applying for an internship are assessed by a commission exam, provided they have completed the full number of working days at the designated internship site, filled out the internship documents accurately based on their gained knowledge and experience, and submitted them in a timely and complete manner. Although these courses carry ECTS credits, they do not affect the cumulative grade point average. However, the exam score for Vocational Education in Business directly affects the student's grade point average.

2. When will the evaluation results be announced?

The evaluation results obtained by the commission are recorded in MEBIS during grade entry periods or, where necessary, announced by the Dean's Office/Faculty.

3. I have completed my previous internships; can I select the "Vocational Education in Business" course?

To register for the Vocational Education in Business course and perform your internship, you must have successfully completed Internship I, Internship II, and Internship III. This requires not only performing the physical training and being evaluated as "SUCCESSFUL" but also having officially registered for these internship courses on your transcript.

Otherwise, even if you perform the Vocational Education in Business internship, you will be ineligible for the end-of-term internship examination and will be required to repeat the internship in the following semester.

Furthermore, as this is an in-term internship, you must not have more than 15 ECTS worth of courses with mandatory attendance. Provided that you prioritize your failed/lower-semester courses first and do not exceed the maximum 45 ECTS limit, you may select the Vocational Education in Business course.

4. How is the "Vocational Education in Business" exam conducted, and what are the requirements for eligibility?

Students who complete their Vocational Education in Business internship appropriately and submit their internship Record Books and other required documents will undergo a preliminary evaluation by the commission. If it is determined that the student has successfully fulfilled all mandatory internship requirements, they become eligible for the Vocational Education in Business exam. According to the commission's decision, this exam may be conducted in written or oral form. Essentially, the examination is designed to assess the knowledge and experience gained by the students throughout their pharmacy education during internships. The date of the exam and the list of eligible students are announced by the commission.

5. What happens if I fail the "Vocational Education in Business" exam?

Students who fail the examination must re-register for the Vocational Education in Business course and repeat the internship process in its entirety in the following semester. Please note that this situation may result in an extension of the expected graduation date.