

T.C. ANKARA MEDİPOL UNIVERSITY
FACULTY OF PHARMACY

INTERNSHIP DIRECTIVE

Purpose

ARTICLE 1 – (1) The purpose of this Directive is to determine the basic principles and rules regarding the planning, implementation, and evaluation of the compulsory internships that students of Ankara Medipol University Faculty of Pharmacy are required to complete during their education.

Scope

ARTICLE 2 – (1) This Directive covers students enrolled in the Faculty of Pharmacy.

Legal Basis

ARTICLE 3 – (1) This Directive has been prepared based on the relevant provisions of the “Framework Regulation on Applied Education in Higher Education” published in the Official Gazette dated 17/06/2021 and numbered 31514.

Principles Regarding Internship

ARTICLE 4 – (1) In order to obtain a pharmacist diploma, students are required to complete a compulsory internship of at least six months, organized in accordance with the provisions of this Directive, under the supervision of a pharmacist at a community pharmacy (pharmacies open to the general public) or hospital, pharmaceutical manufacturing facilities, medical device manufacturing facilities, cosmetic production facilities, and/or R&D centers related to these production areas, and/or other fields of pharmacy deemed appropriate by the Commission.

(2) In internships conducted at community pharmacies (pharmacies open to the general public), the pharmacy owner and/or the responsible pharmacist must have at least three years of professional experience.

(3) During their education, students are required to successfully complete four internship practices defined as Internship I, Internship II, Internship III, and Vocational Education in Business.

(4) Internship I is a one-month (20-working day) internship conducted at a community pharmacy during the summer break between the second and third years.

Internship II is a one and a half months (30 working days) internship conducted at a community pharmacy or hospital under the supervision of a pharmacist during the summer break between the third and fourth years.

Internship III is a one and a half months (30 working days) internship conducted at a community pharmacy or hospital under the supervision of a pharmacist, pharmaceutical manufacturing facilities, medical device manufacturing facilities, cosmetic production facilities, and/or R&D centers related to these production areas, and/or other pharmacy fields deemed appropriate by the commission during the summer break between the fourth and fifth years

Vocational Education in Business is a two months (40 working days) training period completed within the provincial borders of Ankara at community pharmacies, hospitals under the supervision of a pharmacist, pharmaceutical manufacturing facilities, medical device manufacturing facilities, cosmetic production facilities, and/or R&D centers related to these production areas, and/or other pharmacy fields deemed appropriate by the Commission during the spring semester of the fifth year (or the following semester for students who are unable to complete it). With the decision of the Internship

Commission and the approval of the Dean, Vocational Education in Business may also be conducted outside of Ankara, provided it remains within the borders of Türkiye.

Internship Commission

ARTICLE 5 – (1) The Internship Commission shall consist of at least three academic staff members, one of whom shall be appointed as the Chair, selected by the Faculty Administrative Board for a term of three years. The duties of the Internship Commission are as follows:

- To determine the principles and procedures related to internships,
- To determine and announce the periods for the commencement of internships,
- To monitor the internship application process,
- To assist students in obtaining internship placements at institutions/organizations,
- To examine and evaluate the compliance of internship documents with this Directive,
- To monitor and supervise whether internships are conducted in accordance with their objectives and rules, and, when necessary, to obtain information about students from the institution/organization where the internship is carried out,
- To examine internship reports, conduct internship examinations, and decide whether the internship has been completed successfully,
- To carry out other tasks and procedures related to internships.

Internship Documents

ARTICLE 6 – (1) Students are obliged to prepare, have approved, and submit the following documents during their internship periods.

- Internship Application Form: A form prepared separately for each internship practice, containing information about the student and the pharmacy or institution where the internship will be conducted. This form shall be completed by the student before the start of the internship, signed by the authorized person at the internship site, and submitted to the Dean's Office.
- Internship Approval Form: A form indicating that the activities carried out during the internship have been documented in accordance with the internship writing guidelines and approved by the authorized official of the relevant institution. This form shall be submitted to the Dean's Office within the first month of the academic year following the completion of the relevant internship.

(2) Internship Application Forms and Internship Approval Forms shall be prepared separately for each internship practice.

Internship Application Period

ARTICLE 7 – (1) Students must submit their internship applications by the end of the 12th week of the spring semester.

Internship Locations

ARTICLE 8 – (1) Internships may be carried out at community pharmacies (pharmacies open to the general public) or hospitals under the supervision of a pharmacist; at pharmaceutical manufacturing facilities, medical device manufacturing facilities, cosmetic production facilities, and/or R&D centers related to these production areas; and/or in other fields of pharmacy deemed appropriate by the Commission.

(2) Upon the recommendation of the Internship Commission and with the approval of the Dean, internships other than Vocational Education in Business may also be conducted at equivalent institutions/organizations determined through various international programs or special initiatives.

Change of Internship Location

ARTICLE 9 – (1) Students cannot change their internship locations after approval without the approval of the Internship Commission.

In cases of strike or lockout, death, natural disasters such as earthquakes, fires, and floods, or other force majeure circumstances, students may continue their internships at another location with the approval of the Internship Commission.

Attendance Requirement

ARTICLE 10 – (1) Students are required to attend the internship during the dates specified in the Internship Application Form. Days on which attendance cannot be maintained due to valid excuses must be clearly indicated in the Internship Approval Form and compensated. Such days may not exceed 20% of the total internship period. Otherwise, the internship for the relevant period shall be deemed invalid.

Principles of Implementation

ARTICLE 11 – (1) Students are obliged to complete their internships in accordance with the internship dates announced upon the recommendation of the Internship Commission and the approval of the Dean's Office.

(2) Prior to each internship practice, the Internship Application Form, completed by the student and approved by the authorized person at the internship site, shall be submitted to the Dean's Office. Students are required to carry out all internships in line with the internship learning objectives. During the internship period, students shall record the activities they have carried out, as well as the knowledge, experience, and observations they have acquired, in the Internship Approval Form. Each page of this form must be approved by the responsible authority at the internship site. Forms lacking official stamp/seal and signature approval shall not be taken. Forms without signatures, stamps/seals, or dates, or those containing erasures, alterations, or improper corrections, shall not be accepted. The student shall submit the Internship Approval Form to the Dean's Office within the first month of the new academic year following the completion of the internship. Upon the request of the Internship Commission, all submitted Internship Application Forms and relevant Internship Approval Forms may be organized as appendices to the Internship Record Book prepared by the student in the fifth year.

(3) In accordance with the "Framework Regulation on Applied Education in Higher Education" published in the Official Gazette dated 17/06/2021 and numbered 31514, insurance for occupational accidents and occupational diseases shall be provided by the University for students during the period they attend workplace internships.

(4) Students shall not disclose confidential information related to production and services to third parties and shall not participate in trade union activities. In the event of disputes that may arise between the institution and the student, the University shall not be held liable as a party. During the internship period, students are required to comply with the provisions of the Higher Education Institutions Student Disciplinary Regulation, as well as the working principles, working conditions, discipline, and occupational safety rules of the institution where the internship is conducted.

Monitoring of the Internship

ARTICLE 12 – (1) When deemed necessary, members of the Internship Commission may carry out monitoring activities to ensure that internships are conducted in accordance with their objectives and rules and may contact the institution where the internship is carried out to obtain information about the intern.

Such monitoring and supervision related to internships may be conducted face-to-face or by telephone. If a student is found to be absent without excuse from the internship site on two occasions in total, the internship for the relevant semester shall be cancelled.

Evaluation of the Internship

ARTICLE 13 – (1) Internship I, Internship II, and Internship III shall be evaluated by the Internship Commission through oral and/or written examinations and/or based on internship documents. The evaluation results for Internship I, Internship II, and Internship III shall be announced as pass/fail. At the end of the Vocational Education in Business, students shall be required to take an internship examination. Prior to the internship examination, the Internship Record Book containing all internship-related information of the student shall be examined by the Internship Commission. In order to be eligible to take the internship examination, the student must have completed the six-month internship period in full.

(2) Students who have no absenteeism and who are determined by the Internship Commission, following the examination of the Internship Record Book, to have acquired sufficient training and skills in line with the internship learning objectives shall be entitled to take the internship examination.

(3) Internship examinations shall be conducted under the coordination of the Internship Commission. The jury members to be determined by the Internship Commission shall consist of at least three people selected from among Internship Commission members, academic staff, and/or pharmacists working independently or employed at an institution with at least five years of professional experience. Examinations shall be conducted orally and/or in writing, focusing on internship practices, internship learning objectives, and professional subjects. The evaluation grade obtained from the Vocational Education in Business shall be recorded in the system as a course grade and included in academic achievement evaluations.

(4) A student's success in the internship examination shall be recorded in the Internship Evaluation Form and approved by the examination commission. A student who fails the internship examination shall be given a make-up examination within one month following the examination. A student who fails the make-up examination shall be assigned to repeat the internship upon the recommendation of the Internship Commission and the approval of the Dean. Students who fail to successfully complete their internships shall not be eligible for graduation.

(5) All documents related to internships shall be submitted to the Dean's Office for archiving after the completion of the internship evaluation process.

Internship Exemption

ARTICLE 14 – (1) For students admitted through horizontal transfer, part or all of the internships they have completed and documented during their enrollment at their previous higher education institution may be recognized upon the approval of the Internship Commission. Exemption requests shall be reviewed and decided upon by the Internship Commission, and the relevant documents shall be kept in the student's internship file.

Miscellaneous and Final Provisions

ARTICLE 15 – (1) In cases not specified in this Directive, actions shall be taken in accordance with the decisions of the Internship Commission, based on the relevant provisions of the Framework Regulation on Applied Education in Higher Education.

Enforcement

ARTICLE 16 – (1) This Directive shall enter into force on the date of its approval by the Senate of Ankara Medipol University.

Execution

ARTICLE 17 – (1) The provisions of this Directive shall be enforced by the Dean of the Faculty of Pharmacy of Ankara Medipol University.