

**T.R.**

**ISTANBUL MEDIPOL UNIVERSITY  
SCHOOL OF PHARMACY**

**INTERNSHIP DIRECTIVE**

**Aim**

**ARTICLE 1 – (1)** The aim of this instruction is to determine the basic principles of planning, implementation, and evaluation rules of internship studies at the School of Pharmacy of Istanbul Medipol University students are obliged to do during their education.

**Scope**

**ARTICLE 2 – (1)** This instruction covers the students registered in the School of Pharmacy.

**Base**

**ARTICLE 3 – (1)** This instruction has been prepared based on the 43(2) article of the Istanbul Medipol University Associate and Undergraduate Education Regulations, the 3rd article of the Istanbul Medipol University School of Pharmacy Education Instruction and following the amendment in the subparagraph (b) of second paragraph of 8th article of the Regulation on Determination of Minimum Education Conditions for Medicine, Nursing, Midwifery, Dentistry, Veterinary, Pharmacy and Architecture Education Programs published in the Official Gazette dated 2/2/2008 and numbered 26775.

**Internship Principles**

**ARTICLE 4 – (1)** To obtain a pharmacist diploma, students must complete their compulsory internship, which is at least six months, organized following the provisions of this instruction, 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, centers must be completed.

**(2)** (2) The responsible manager pharmacist must have at least five years of experience for internships in a public pharmacy or hospital pharmacy.

**(3)** During their education, students must complete four internship applications, which are defined as Internship I, Internship II, Internship III and Internship IV.

**Internship Commission**

**ARTICLE 5 – (1)** The Internship Commission consists of at least five academic staff, one of whom is the president, elected for three years by the School Administrative Board. The regulation, organization, examination and evaluation of internship documents, supervision and internship exams are made by the Internship Commission.

**Internship Documents**

**ARTICLE 6 – (1)** Students are responsible for preparing, getting approved and submitting the following documents during their internship period.

\*Internship Application Form: It is the form in the internship logbook, which is separately for each internship application and contains information about the pharmacy or institution and the student in its content. It is submitted to the Dean's Office after the student fills it in before starting the internship and signed by the authorized person where the internship will take place.

\*Internship Approval Form: It is the form in which the activities carried out during the internship are arranged following the internship writing rules in accordance with the relevant internship application form and approved by the responsible for the relevant institution. This form is submitted to the Dean's Office in the first month of the academic year following the end of the relevant internship.

(2) Internship Application and Internship Approval Forms are prepared separately for each internship application.

### **Internship Application Period**

**ARTICLE 7 – (1)** The student must apply for an internship by the end of the 12th week of the spring semester.

### **Internship Facilities**

**ARTICLE 8 – (1)** Internship is done 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 centers related to these production areas.

(2) With the recommendation of the Internship Commission and the approval of the Dean, internships can also be done in equivalent institutions/organizations, determined by various international programs or private initiatives, instead of the relevant internship place.

### **Change of Internship Facility**

**ARTICLE 9 – (1)** After students start their internship, they cannot change their internship place without the knowledge and approval of the Internship Commission.

In case of strikes and lockouts, death, mutual negativities, natural disasters such as earthquake, fires and flood, and other force majeure, students can continue their internships in another place with the approval of the Internship Commission.

### **Compulsory Attendance**

**ARTICLE 10 – (1)** It is compulsory for the student to continue the internship between the dates specified in the Internship Application Form. The days when the internship cannot be continued due to valid excuses are stated in the Internship Approval Form and are compensated.

### **Code of Practice**

**ARTICLE 11 – (1)** Students are required to take Occupational Health and Safety Training before starting their first internship. This training is carried out with the expert staff of the University under the coordination of the Internship Commission.

(2) Students are obliged to complete their internship in accordance with the internship dates announced with the recommendation of the Internship Commission and the approval of the Dean's Office.

(3) Before each internship application, the Internship Application Form, filled by the student and approved by the authorized person at the place where the internship will take place, is delivered to the Dean's Office. Students are obliged to perform all their internships in accordance with their internship learning objectives. The studies that the student has done during the internship, the knowledge he has gained transfers his experiences and observations to the Internship Approval Form.

The responsible person approves each page of this form at the place of internship. Forms without stamp/seal and signature approval are not considered in the evaluation. Forms without a signature, stamp/seal and dates, erasure, scraping, and improper corrections are not accepted.

The student submits the Internship Approval Form to the Dean's Office in the first month of the new academic year following the end of the internship. All submitted Internship Application Forms and related Internship Approval Forms are prepared by the student in the 5th grade and turned into an Internship Logbook.

(4) Work accident and occupational disease insurance are provided by the University as long as the students continue their workplace internship before they start their internship, according to subparagraph (a) of the first paragraph of Article 4 of Law No. 5510.

(5) Students do not inform others about matters that require confidentiality related to production and service. They do not participate in union activities. The University cannot be a party to disputes that may arise between the enterprise and the student. During the internship, students must comply with the provisions of the Higher Education Institutions Student Disciplinary Regulation, the working principles of the institution where they do their internship, the rules regarding work conditions, discipline and work safety.

#### **Monitoring of Internship**

**ARTICLE 12 – (1)** Internship Commission members, when deemed necessary, make the required follow-up to ensure that the internship is carried out following its purpose and rules, and may contact the company where the internship is held, obtain information about the internship student, and ensure that the students are followed.

These monitoring and inspections related to the internship can be carried out face-to-face or over the phone.

#### **Evaluation of the Internship**

**ARTICLE 13 – (1)** Before the internship exam, the Internship Book containing all the internship forms of the student is examined by the Internship Commission. To take the relevant internship exam, the student must first complete a six-month internship.

(2) Students who do not have absenteeism and whose Internship Logbook is examined by the Internship Commission and who are determined to have received sufficient education and skills in accordance with the internship learning objectives are entitled to take the internship exam.

(3) Internship exams are held under the coordination of the Internship Commission. A member of the jury can be selected among self-employed pharmacists with at least five years of experience in their profession or working in an institution. Examinations are made orally and/or in writing for the student's internship applications, internship learning objectives and professional issues. Exam results are declared as successful/unsuccessful.

(4) Successful completion of the internship exam is recorded in the Internship Evaluation Form and approved by the exam commission. Students who fail the internship exam are taken to the make-up exam within one month following the exam. Students who fail the make-up exam are given a repeat internship upon the recommendation of the Internship Commission and the approval of the Dean's Office. Those who cannot complete their internship cannot graduate.

(5) All kinds of internship documents are submitted to the Dean's Office for archiving after the internship evaluation is completed.

### **Internship Exemption**

**ARTICLE 14 – (1)** Some or all the internships, which the students who come to the faculty with the internal transfer, a document that they have done while they are registered at the Higher Education Institution, can be accepted with the approval of the Internship Commission. The status of students who apply for an exemption is decided upon by the Internship Committee, and the relevant documents are kept in the student's internship file.

### **Miscellaneous and Final Provisions**

**ARTICLE 15 – (1)** In cases not specified in this instruction, action is taken following the relevant board decisions.

### **Enforcement**

**ARTICLE 16 – (1)** This instruction comes into force on the date it is accepted by the Istanbul Medipol University Senate to be valid.

### **Abolition**

**ARTICLE 17 – (1)** With this instruction, "TC Istanbul Medipol University School of Pharmacy Internship Instruction", which entered into force with the Senate decision dated 13.05.2014 and numbered 2014/17-01, has been repealed.

### **Execution**

**ARTICLE 18 – (1)** This instruction is executed by the Dean of Istanbul Medipol University School of Pharmacy.

**Provisional ARTICLE 1-** Students who completed their 6-months internship at the date which this Directive comes into force are responsible for taking internship exams (Internship I, Internship II, Internship III, and Internship IV) will be held at the relevant semesters.

30 days in the summer term of 2nd year (public pharmacy), 60 days in the summer term of 3rd year (public pharmacy/hospital pharmacy), 60 days in the summer term of 4th year (public pharmacy/hospital pharmacy / pharmaceutical industry / other), 5th class In the spring semester, they will complete their 180-day internship, which will be 30 days (freelance pharmacy/hospital pharmacy / pharmaceutical industry / other).

\*Adopted by the University Senate's decision dated 18/09/2018 and numbered 2018/27-04.

## **ANNEXES**

Internship Learning Objectives

Internship Periods

Internship Logbook

Internship Application Form

Internship Approval Form

Internship Supervision Form