

ISTANBUL AYDIN UNIVERSITY
FACULTY OF PHARMACY INTERNSHIP DIRECTIVE

CHAPTER ONE
Purpose, Scope, Legal Basis and Definitions

ARTICLE 1 – Purpose

(1) The purpose of this Directive is to regulate the procedures and principles regarding the Compulsory Internship Course and practices of the undergraduate program of Istanbul Aydın University Faculty of Pharmacy.

ARTICLE 2 – Scope

(1) This Directive regulates the procedures and principles regarding planning, implementation, supervision and evaluation of the fundamental principles of internships that students studying at Istanbul Aydın University Faculty of Pharmacy are obliged to complete in order to develop the knowledge and skills they acquire during their education.

ARTICLE 3 – Legal basis

(1) This Directive has been prepared on the basis of the relevant articles of the “Regulation on Determining the Minimum Training Conditions of the Education Programs of Medicine, Nursing, Midwifery, Dentistry, Veterinary Medicine, Pharmacy and Architecture”, which entered into force upon publication in the Official Gazette dated 02.02.2008 and numbered 26775 (amended in the Official Gazette dated 31.12.2009 numbered 27449 and dated 25.05.2018 numbered 30431).

ARTICLE 4 – Definitions

(1) The terms used in this Directive mean:

- a) Research and Development (R&D) Center: centers where activities aimed at technology and product development are carried out—within modern technology-based machinery, hardware and software—and with qualified human resources, established under Law No. 5746, in order to increase the knowledge accumulation of culture, people and society and to design new processes, systems and applications including software,
- b) Dean: the Dean of Istanbul Aydın University Faculty of Pharmacy,
- c) Deanship: the Deanship of Istanbul Aydın University Faculty of Pharmacy,
- ç) Faculty: Istanbul Aydın University Faculty of Pharmacy,

- d) Faculty Board: the Faculty Board of Istanbul Aydın University Faculty of Pharmacy,
- e) Hospital Pharmacy: a public or private healthcare institution where inpatient or outpatient diagnosis, treatment and care services are provided to patients by physicians, nurses and other healthcare staff,
- f) Pharmaceutical Industry: the industrial branch that produces—according to specific standards and in series—chemical, herbal, animal-origin and biological-origin substances used as therapeutic, protective and nutritional products in human and veterinary medicine, or transforms these substances into pharmaceutical forms in specific doses as simple or combined preparations,
- g) Cosmetics Manufacturing Facility: a facility where preparations used to enhance the appearance of external parts of the body such as skin, nails and hair are produced,
- ğ) Senate: the Senate of Istanbul Aydın University,
- h) Internship Evaluation Form: the form prepared by the Deanship, filled in and signed by the responsible pharmacist of the pharmacy or the authorized person of the institution/organization where the internship is completed at the end of the internship, and sent to the Deanship in a sealed envelope,
- ı) Internship Period: the period that students must spend by working in the institutions and organizations specified in this Directive in order to gain professional experience and develop their knowledge and skills,
- i) Internship Acceptance Form: the document prepared by the Deanship and approved by the relevant institution or organization to certify that the student has been accepted for internship,
- j) Internship Commission: the Internship Commission of Istanbul Aydın University Faculty of Pharmacy,
- k) Internship Report: the report prepared by the student for each internship period in accordance with the content determined by the Internship Commission, and approved by the responsible pharmacist of the pharmacy or the authorized person of the institution/organization where the internship is completed,
- l) Internship Examination: the examination that students must take after completing each internship period in the curriculum, measuring the knowledge and skills required by the internships,
- m) Medical Device Manufacturing Facility: the facility where portable, customized materials used only for medical purposes to provide external support to the body as part of the treatment of an accident or illness are produced,
- n) TITCK: the Turkish Medicines and Medical Devices Agency,

o) Community Pharmacy: a private pharmacy that meets the minimum conditions determined/approved for internship by the Faculty of Pharmacy Internship Commission and the regional chamber of pharmacists,

ö) University: Istanbul Aydın University,

p) Administrative Board: the Administrative Board of Istanbul Aydın University Faculty of Pharmacy.

CHAPTER TWO

Internship Commission and Its Duties

ARTICLE 5 – Internship Commission

(1) The Internship Commission consists of 16 members selected by the Administrative Board for a term of two years, comprising: 7 faculty members; 3 community pharmacists with at least five years of professional experience and no disciplinary penalty; 3 hospital pharmacists; and 3 pharmacists working in the pharmaceutical industry.

(2) The Internship Commission performs the following duties:

a) To prepare the minimum conditions that institutions and organizations where internships under this Directive will be carried out must meet, and to prepare the work plan to be followed during internship periods,

b) To make the necessary changes so that internships can be carried out in accordance with standards, depending on developments and new conditions in the practice of the pharmacy profession,

c) To carry out preliminary preparations related to the internships to be conducted,

ç) To take necessary measures to ensure that the internships covered by this Directive are carried out in accordance with standards,

d) To organize and supervise internships to be carried out in hospital pharmacies and/or other institutions and organizations in addition to community pharmacy internships,

e) To hold evaluation meetings with the pharmacists and/or institutional authorities to whom intern students are sent,

f) To make changes to internship placements when deemed necessary,

g) To plan internship examinations,

ğ) To prepare internship examination questions and administer the examinations,

h) At the end of internship periods, to examine each student's Internship Report and Internship Evaluation Form and submit its opinion to the Administrative Board on whether the internship was carried out in accordance with the determined rules.

ARTICLE 6 – Documents related to the internship

(1) During the internship, students are obliged to prepare and obtain the following documents:

a) Internship Application Form: the form completed by the student, containing information on the pharmacy or institution where the internship will be carried out and including the Internship Acceptance Form as an attachment,

b) Internship Acceptance Form: the form approved by the pharmacy or relevant institution where the student will do the internship,

c) Internship Report: the report covering the studies to be carried out by the student during Internship I, Internship II, Internship III and Internship IV. Students must submit their internship reports to the Faculty Secretariat. Necessary announcements regarding internships are made to students at the beginning of each academic year,

ç) Internship Evaluation Form: the form containing information about the relevant internship and the list of learning outcomes expected from the internship. Each page of the Internship Evaluation Form is approved by the authorized person of the pharmacy or institution and delivered to the Faculty Secretariat in a sealed envelope together with the Internship Attendance Chart. An envelope delivered unsealed is not accepted and is not evaluated,

d) Internship Supervision Form: the form filled in by the Internship Commission / relevant faculty member for the relevant internship and accepted as an annex to the Internship Evaluation Form.

ARTICLE 7 – Internship application

(1) For Internship I, Internship II and Internship III, students choose the community pharmacy or institution where they will do the internship. If Internship III will be carried out in a pharmaceutical or medical device manufacturing facility, cosmetics manufacturing facilities and/or R&D centers related to these production areas, the application must be made within the 7th semester. For Internship IV, the application date must be no later than November of the 9th semester.

(2) After the unit where the student will do the internship is finalized:

a) The student has the Internship Acceptance Form and Internship Application Form approved by the responsible pharmacist or institution representative within the period announced by the Deanship and submits them to the Deanship,

b) The Internship Evaluation Form and Internship Attendance Chart are sent by the Faculty to the pharmacy or institution where the internship will be carried out,

c) At the end of the internship, the Internship Evaluation Form and Internship Attendance Chart filled in and approved by the responsible person of the institution are sent to the Deanship by official document registration so as to arrive at the Faculty no later than the third week of the academic year.

CHAPTER THREE

Internship Periods, Durations and Places

ARTICLE 8 – General provisions

(1) In order for internships to be successfully completed, they must be carried out in the specified places and for the specified durations. In order for the Pharmacy diploma and the professional competencies of holders of this profession to be recognized, Faculty of Pharmacy students must complete internships—under the supervision of a pharmacist—for at least six months (120 working days) in: a community pharmacy, hospital pharmacy, pharmaceutical manufacturing facility, medical device manufacturing facility, cosmetics manufacturing facility, R&D centers related to these production areas, and/or in institutions such as TITCK, pharmaceutical warehouses, etc. whose suitability is accepted by the Deanship.

ARTICLE 9 – Internship periods and durations

(1) Internship education consists of four periods: Internship I, Internship II, Internship III and Internship IV:

a) Internship I: An internship carried out in a public community pharmacy for 20 working days during the summer months between the 2nd and 3rd years. The student registers for Internship I in the 5th semester. The Internship I report must be submitted by the student to the Deanship by the last working day of the third week of the 5th semester.

b) Internship II: An internship carried out for one and a half months (30 working days) during the summer months between the 3rd and 4th years in a community pharmacy or a hospital pharmacy. The student registers for Internship II in the 7th semester. The Internship II report must be submitted by the student to the Deanship by the last working day of the third week of the 7th semester.

c) Internship III: An internship carried out for 30 working days during the summer months between the 4th and 5th years. Internship III may be carried out in a community pharmacy, hospital pharmacy, or—under the supervision of a pharmacist—in a pharmaceutical manufacturing facility, medical device manufacturing facility, cosmetics manufacturing facilities and/or R&D centers related to these production areas, or in institutions whose suitability is accepted by the Deanship. The student registers for Internship III in the 9th semester. The Internship III report must be submitted by the student to the Deanship by the last working day of the third week of the 9th semester.

ç) Internship IV: An internship carried out for 40 working days in the Spring semester of the 5th year (or, for students who cannot complete it, within the following semester). Internship IV is carried out within the borders of Istanbul Province in a community pharmacy, a hospital pharmacy, or—under the supervision of a pharmacist—in a pharmaceutical manufacturing facility, medical device manufacturing facility, cosmetics manufacturing facilities and/or R&D centers related to these production areas, or in institutions whose suitability is accepted by the Deanship. The student registers for Internship IV in the 10th semester. The Internship IV report must be submitted by the student to the Deanship by the last working day of the 12th week of the semester in which the internship is carried out.

(2) In order for students who meet the conditions below not to lose a term, Internship IV that cannot be completed in the Spring semester may be completed in the following semester (Fall semester) with the approval of the Internship Commission:

- a) Having completed five years of undergraduate education,
- b) Having no remaining course to be taken in the Spring semester,
- c) Having reached graduation status or being entitled to a single-course/three-course exam right at the end of the Fall semester,
- ç) Having selected courses considering the semester ECTS limit and arranged internship hours according to the course hours of Fall semester courses with compulsory attendance,
- d) Except in very compelling cases, internships cannot be carried out outside the dates determined by the Deanship.
- e) The internship for the relevant period is deemed invalid for students who do not submit the internship report within the specified periods.

(3) After the Internship Acceptance Form is approved by the Internship Commission, the Internship Evaluation Form and Internship Attendance Chart are delivered to the relevant pharmacy or institution.

(4) At the end of the internship, the Internship Evaluation Form and Internship Attendance Chart filled in and approved by the responsible pharmacist or institutional authority are sent to the Deanship by the pharmacy or institution within five working days following completion of the internship.

(5) With the recommendation of the Internship Commission and the decision of the Administrative Board, internships may also be carried out in relevant organizations abroad.

ARTICLE 10 – Monitoring and supervision of the internship

(1) In order to ensure that Internship I, II and III are carried out in accordance with their purpose and rules, Internship Commission members keep track of students by contacting the internship sites and obtaining information.

(2) In order to ensure that Internship IV is carried out in accordance with its purpose and rules, faculty members who are advisors of the Research Project course supervise students' internships and fill in the forms sent to them by the Deanship at the beginning of the semester and submit them to the Deanship with wet signature. Internship Commission members may also carry out necessary follow-up when deemed necessary.

(3) If, during internship controls, it is determined that a student is not at the internship site two consecutive times without excuse, the internship period the student is completing is cancelled.

CHAPTER FOUR

Attendance, Evaluation, Examinations, Exemption and Change of Place

ARTICLE 11 – Compulsory attendance

(1) Attendance to internships is compulsory. Students are obliged to comply with the working hours, security rules, order and discipline of the pharmacy or institution where they do the internship, and to use with due care all spaces, instruments, materials, machinery, vehicles and equipment used in the workplace. All responsibility arising from failure to fulfill these obligations belongs to the student. During the internship, the student is obliged to work at least 6 hours and at most 8 hours per day and may not disclose information to others regarding matters requiring confidentiality related to operations and services.

(2) Days not attended due to valid excuses are made up. Depending on the durations of courses that the student is obliged to attend during the internship period—excluding the Research Project Course—the student may need to complete internship up to 60 working days.

ARTICLE 12 – Internship examination periods

(1) Students who fulfill all obligations related to the internship may take the internship examination. The Internship I exam is held at the end of the 5th semester, the Internship II exam at the end of the 7th semester, the Internship III exam at the end of the 9th semester, and the Internship IV exam at the end of the 10th semester.

ARTICLE 13 – Internship Examination Jury

(1) The Internship Examination Jury consists of the Internship Commission members. The Internship Commission is responsible for preparing the examination questions and organizing the examination. Questions are selected from the question bank created by the Internship Commission.

ARTICLE 14 – Internship evaluation and examinations

(1) When calculating internship success grades, the Internship Evaluation Form and the Internship Supervision Form are first evaluated by the Internship Commission and the result is

indicated as “Successful” or “Unsuccessful”. The Internship Report of the student found successful is then evaluated.

The internship report grade replaces the student’s midterm grade for the internship course. Students who complete the relevant internship period are taken to a written or oral examination on the topics included in the internship program. The written or oral exam grade taken on the announced dates is accepted as the final grade. The calculation of the student’s success grade is made according to the Istanbul Aydın University Faculty of Pharmacy Education–Training and Examination Regulation. Internship exams are included in the exam schedule. A student who is unsuccessful in the internship exam is given one more exam right to be used in the resit period of the same semester.

ARTICLE 15 – Internship exemption

(1) For students who are admitted to the Faculty via horizontal transfer, part or all of the internship they completed at the higher education institution where they were previously registered may be accepted with the approval of the Internship Commission. The situations of students requesting exemption are discussed and decided by the Internship Commission, and the relevant documents are delivered to the Deanship to be placed in the student’s file.

ARTICLE 16 – Change of internship place

(1) After starting the internship, students may not change the internship place without the knowledge and approval of the Deanship. In cases such as the death of the pharmacist, closure of the pharmacy, the pharmacy receiving a termination penalty from the Social Security Institution, natural disasters such as earthquakes, fires and floods, strikes and lockouts, terrorist incidents, or adverse situations experienced by the pharmacist or the student, students are enabled to complete their internships in another pharmacy or institution with the recommendation of the Internship Commission and the approval of the Deanship.

ARTICLE 17 – Occupational safety in internship studies

(1) For internships conducted in organizations outside Istanbul Aydın University, work accident and occupational disease insurance premiums are paid by the Istanbul Aydın University Rectorate within the scope of the relevant legal regulations.

CHAPTER FIVE

Entry into Force and Execution

ARTICLE 18 – General provisions

(1) In cases where there is no provision in these procedures and principles, the provisions of the Istanbul Aydın University Faculty of Pharmacy Education–Training and Examination Regulation,

and the decisions of the Faculty of Pharmacy Internship Commission and the Faculty Administrative Board are applied.

ARTICLE 19 – Entry into force

(1) This Directive enters into force on the date it is adopted by the Senate.

ARTICLE 20 – Execution

(1) The provisions of this Directive are executed by the Dean.