

**İSTİNYE UNIVERSITY  
FACULTY OF PHARMACY  
INTERNSHIP DIRECTIVE**

**Purpose and Scope**

**ARTICLE 1** – (1) The purpose of this Directive is to establish the rules to be observed in the planning, execution, and evaluation of the fundamental principles of internship that the students of the Faculty of Pharmacy at İstinye University are required to complete during their term of education.

**Basis**

**ARTICLE 2** – (1) This Directive is prepared based on the Article 14 of the Law of Higher Education No. 2547; paragraph (b) of the second clause of Article 8 of the Regulations on the Minimum Education Requirements for Medicine, Nursing, Midwifery, Dentistry, Veterinary Medicine, Pharmacy and Architecture, which is published on the Official Gazette No. 26775 on 02/02/2008; Article 20 of İstinye University Associate and Undergraduate Education Regulations; the Framework Regulation on Applied Training in Higher Education published on the Official Gazette No. 31514 on 17/6/2021; Accreditation Standards and Guidelines for the National Undergraduate Pharmacy Education Programs of Turkey Version 5.0 issued by The National Society of Assessment and Accreditation of Pharmacy Education dated 29/11/2018 as well as the EczÇEP – National Pharmacy Core Training Program 2019.

**Definitions**

**ARTICLE 3** – The following terms, when used in this Directive, shall have the following definitions:

- a) **University** shall mean İstinye University,
- b) **Rector** shall mean the Rector of İstinye University,
- c) **Dean** shall mean the Dean of the Faculty of Pharmacy at İstinye University,
- d) **Faculty Board** shall mean the Board of the Faculty of Pharmacy
- e) **Internship Committee** shall mean the committee that is established in each department to govern the execution of internship programs.
- f) **Place of Internship** shall mean public or private organizations, institutions, or workplaces that agree to the duty and responsibility of employing undergraduate students as interns.
- g) **Internship 1** shall mean the 20-day summer internship at community pharmacies after the fourth semester.
- h) **Internship 2** shall mean the 20-day summer internship at community pharmacies and/or hospital pharmacies after the sixth semester.
- i) **Internship 3** shall mean the 30-day summer internship at community pharmacies and/or hospital pharmacies and/or in the industry after the eighth semester.
- j) **Internship 4** shall mean the 50-day in-semester internship at community pharmacies and/or hospital pharmacies and/or in the industry during the ninth and/or tenth semesters.
- k) **Internship Application Form** shall mean the form given in Annex-1 that is included in the Internship file for each internship program and that contains information regarding the pharmacies or organizations that offer an internship.
- l) **Internship Report** shall mean the report given in Annex-2 that the students must fill out daily in line with the learning objectives and have approved by their supervising pharmacists.
- m) **Internship Evaluation Form** shall mean the form that is on the front cover of the Internship Report that includes the details about the internship program as well as the list of learning outcomes.
- n) **Occupational Health and Safety Certificate** shall mean the document certifying that the holder has taken an Occupational Health and Safety training and/or course.
- o) **Community Pharmacy** shall mean community pharmacies as defined in Law No. 6197 and Law No. 6308.
- p) **Hospital Internship** shall mean the internship program that includes clinical pharmacy applications.

- q) **Industry Internship** shall mean the internship programs at various departments of pharmaceutical, cosmetic or medical device companies.
- r) **ECTS** shall mean the European Credit Transfer System.

### **Internship Principles**

**ARTICLE 4** – (1) Students are required to complete a minimum of 120 (one hundred twenty) business days of compulsory internship, subject to the provisions of this directive, under the supervision of a pharmacist at a community pharmacy, hospital pharmacy, pharmaceutical production plant, medical device/material manufacturing plant, cosmetics plant and/or R&D centers related to these areas of production, to receive an undergraduate degree from the Faculty of Pharmacy at İstinye University.

### **Internship Committee**

**ARTICLE 5** – (1) Internship Committee consists of at least three lecturers who are appointed by the Faculty Board each year. The internship Committee is responsible for organizing and coordinating internship programs, reviewing, evaluating, and inspecting internship documents, and managing internship exams. The committee shall check the facilities that provide a position for compulsory or elective internships for compliance with the internship program.

### **Internship Documents**

**ARTICLE 6** – (1) The students are obligated to prepare and complete the following documents as well as an internship report for their term of the internship.

- The Internship Application Form shall be filled out by the student and approved by the Dean's office.
- The Internship Report shall be filled out daily by the student and approved by the supervising pharmacist.
- The Internship Evaluation Form shall be filled out at the end of the internship.
- The Internship Application Form and Internship Evaluation Form shall be issued and filled out separately for each internship.
- Students who receive an Occupational Health and Safety Certificate or the relevant training can begin their internship.

### **Internship Application Period**

**ARTICLE 7** – (1) Students are required to file their internship applications to the Dean's Office within the timeframe determined by the Internship Committee. The beginning and end dates of the internships shall be announced by the Internship Committee based on the academic calendar of a given year.

### **Place of Internship**

**ARTICLE 8** – (1) Students shall complete their internship at a community pharmacy, hospital pharmacy, and/or a hospital as a Clinical Pharmacy Intern under the supervision of a pharmacist or in the pharmaceutical/cosmetic/medical device industry.

(2) Students can complete their internship at another institution or company equivalent to the predetermined place of the internship through various international programs or private initiatives whether in Turkey and/or abroad, upon recommendation of the Internship Committee and subject to the Dean's approval. International students can do their internships, except for clinical pharmacy internships, in their home countries following the conditions and requirements stipulated herein, upon the approval of the internship committee. The internship shall be deemed complete and valid if the internship documents and the employer's documents issued by the country where the internship is done are evaluated by the Internship Committee and approved by the Faculty Board.

- (3) The students who prefer doing their internship at an institution other than a community pharmacy in the Internship 2 term can apply to the Internship Committee. The place of internship can be changed upon the evaluation and approval of the Internship Committee.
- (4) Internship 4 must be completed in Istanbul in both semesters of the final year of the undergraduate degree.

### **Internship Period, Time, and ECTS Credits**

- ARTICLE 9** – (1) Internship 1 shall take 20 business days, shall be done at community pharmacies after the fourth semester, in the summer term of the second year, and it has 5 ECTS credits.
- (2) Internship 2 shall take 20 business days, shall be done at community pharmacies and/or hospital pharmacies after the sixth semester, in the summer term of the third year, and it has 5 ECTS credits.
- (3) Internship 3 shall take 30 business days, shall be done at community pharmacies and/or hospital pharmacies and/or in the industry after the eighth semester, in the summer term of the fourth year, and it has 5 ECTS credits.
- (4) Internship 4 shall take 50 business days, shall be done at community pharmacies and/or hospital pharmacies and/or in the industry in the ninth and/or tenth semesters, and it has 10 ECTS credits.
- (5) Students shall complete the Internships 1, 2, 3, and 4, and reach 25 ECTS credits before graduation.
- (6) Internships 1, 2, and 3 shall be completed in the summer term following the relevant academic year.
- (7) The time of internship shall be calculated based on the number of actual workdays.

### **Changing the Place of Internship**

**ARTICLE 10** – (1) Students may not change their place of internship after beginning the internship without notifying and getting the approval of the Internship Committee. In the event of strikes, lockouts, death, mutual problems, or natural disasters such as earthquakes, fires, and floods, students can continue their internship at another pharmacy/hospital upon the approval of the Internship Committee.

### **Attendance**

**ARTICLE 11** – (1) Students are obligated to attend their internships. The days on leave due to valid excuses shall be recovered later.

### **Code of Practice**

**ARTICLE 12** – (1) Internship code of practice is as follows:

- Students must fill out the Internship Application Form and have them approved by the Internship Committee before each internship period.
- Students who do their internship must submit the Internship Evaluation Form to the authorized personnel at the student's place of internship. The form must be filled out and approved by the institution's authorized personnel (pharmacist, institution, or company official) at the end of the internship and sent to the Internship Committee. The forms without a stamp/seal and/or approval will not be evaluated.
- Students must document the work they do throughout the internship on their Internship Report. The Internship Report must have the title, signature, and stamp/seal of the authorized personnel. Internship reports without signatures, stamp/seal, or dates, erased, rubbed off, or otherwise unduly modified reports shall not be accepted.
- Students must submit the Internship Application Form, Internship Evaluation Form, and the Internship Report to the Internship Committee within two weeks after the end of the internship.
- Students are not allowed to share confidential information regarding the products or services at the place of internship with third parties. Students may not participate in union activities.

- f) During the internship, a contract can be signed between the student and the pharmacy in accordance with the legislation in force, including the internship conditions, leave, duties and responsibilities of the parties, the fee to be paid, and other matters deemed necessary.
- g) The University shall not be a party to any disputes which may arise between the employer and the student.
- h) Students must observe the provisions of the Regulations on the Student Discipline at Higher Education Institutions, the working principles of the place of internship, working conditions, and disciplinary and occupational health and safety rules during their internship. Students must demonstrate appropriate behavior in line with business ethics during their internship.

### **Monitoring the Internship**

**ARTICLE 13** – (1) The members of the Internship Committee may monitor the internship if they deem it necessary to ensure the internship is done according to the purpose and rules of the internship. The members of the Internship Committee may also contact the employer institution and obtain information about the intern for monitoring purposes.

### **Evaluating the Internship**

**ARTICLE 14** – (1) The Internship Committee reviews the Internship Report before the internship exams. To qualify for the internship exams, students must be evaluated as successful according to the Internship Evaluation Form in the Internship Report to be filled out by the Supervising Pharmacist of the Institution.

(2) The Reports for Internships 1, 2, and 3 shall be evaluated based on the internship program's learning objectives. The Report for Internship 4 shall be evaluated with an oral exam at the end of the internship period.

(3) Student grades will be given based on the reports of Internships 1, 2, and 3. At the end of Internship 4, students will be subjected to an oral exam in addition to the evaluation of the Internship Report. The final grade for Internship 4 shall be the sum of 60% of the Internship Report grade and 40% of the oral exam grade. Students who will get 65 points over 100 shall be deemed to have passed, whereas students who will get 64 or fewer points shall be deemed to have failed.

(4) Oral exams cover internship programs and professional subjects. Oral exams shall be conducted by an Internship Exam Jury, which consists of a maximum of three members appointed by the Internship Committee. At least one member of the jury must be a community pharmacist with a minimum of five years of professional experience or a pharmacist employed by an institution.

(5) All documents related to the internship shall be submitted to the Internship Committee to be archived after the internship evaluation process is complete.

(6) Students who fail to pass or complete their compulsory internships will not be entitled to receive graduation certificates. Students have to repeat the internship until they pass all internship courses.

(7) Students who pass all of their courses but fail to do their compulsory internship shall not be entitled to graduate or receive a diploma. Such students shall renew enrollment without paying any tuition fee. Students who fail to renew enrollment may not do an internship.

### **Exemption from Internship**

**ARTICLE 15** – (1) Students who have been transferred to İstinye University Faculty of Pharmacy through the undergraduate transfer process may have their internship, which they completed while being a registered student of their previous Institution of Higher Education, fully or partially accepted upon the approval of the Internship Committee. The internship status of the students who apply for exemption must be evaluated and decided by the Internship Committee and the related documents shall be submitted to the Faculty Secretary to be included in the student files.

### **Miscellaneous and Final Provisions**

**ARTICLE 16** – (1) Internship Committee shall be responsible for the organization, coordination, and evaluation of the activities related to the internship at the faculty.

### **Matters not Governed by the Directive**

**ARTICLE 17** – (1) In cases that are not governed by this Directive, the provisions of the İstinye University Directive for Internship and Applied Courses at Workplaces that are not in contradiction to the provisions of this Directive and the Senate Decisions shall apply.

(2) In the event of any discrepancies between the provisions of this Directive and the provisions of the İstinye University Directive for Internship and Applied Courses at Workplaces, regarding internship-related matters at the Faculty of Pharmacy, İstinye University Faculty of Pharmacy's Internship Directive shall prevail.

### **Effect**

**ARTICLE 18** – (1) This Directive shall take effect upon approval by the Board of Trustees of İstinye University

### **Execution**

**ARTICLE 19** – (1) This Directive shall be executed by the Rector of İstinye University.