

ISTINYE UNIVERSITY

SENATE MEETING

MEETING DATE	MEETING HOUR	SESSION NUMBER
03 June 2026	13.30	19

**ISTINYE UNIVERSITY FACULTY OF PHARMACY DIRECTIVE ON PRACTICAL
TRAINING**

Purpose and Scope

ARTICLE 1

(1) This Directive establishes the fundamental principles, planning, implementation, and evaluation procedures for internships, practical courses, and workplace-based professional training within the curriculum of Istinye University's Faculty of Pharmacy. Its purpose is to enhance the professional skills and experience of enrolled students.

Legal Basis

ARTICLE 2

(1) This Directive is based on the following provisions:

- Article 14 of Higher Education Law No. 2547;
- Subparagraph (b) of Paragraph 2 of Article 8 of the Regulation on Determining the Minimum Educational Requirements for Medicine, Nursing, Midwifery, Dentistry, Veterinary Medicine, Pharmacy and Architecture Education Programs (Official Gazette dated 02/02/2008, No. 26775);
- Article 13 of the Framework Regulation on Practical Training in Higher Education (Official Gazette dated 17/06/2021, No. 31514);
- Paragraph 3 of Article 21 of the Istinye University Associate and Undergraduate Education Regulation (Official Gazette dated 16/08/2020, No. 31215);
- The Regulation on Pharmacists and Pharmacies (Official Gazette dated 12/04/2014, No. 28970);
- The Istinye University Directive on Practical Training;
- The National Core Pharmacy Education Program 2019, approved by the Executive Board of the Council of Higher Education;
- The "Internships" provision of the Accreditation Standards for the National Undergraduate Pharmacy Education Program of Türkiye, published by the Association for Evaluation and Accreditation of Pharmacy Education Programs;
- The Istinye University Principles and Procedures for Make-up Examinations.

Definitions

ARTICLE 3

(1) For the purposes of this Directive:

a) **University:** Istinye University.

b) **Rector:** The Rector of Istinye University.

c) **Dean:** The Dean of the Faculty of Pharmacy of Istinye University.

ç) **Faculty Board:** The Faculty Board of the Faculty of Pharmacy.

d) **Internship:** Professional work performed in a workplace, outside of theoretical and practical courses, to enable students to develop professional knowledge, skills, attitudes, and behaviors, become familiar with the sector, adapt to professional life, and gain experience in real production and service environments.

e) **Practical Training:** A comprehensive learning process that includes internships, laboratory experiences, clinical observations, field experiences, workplace-based professional training, and practical courses.

f) **Practical Training Commission:** The commission established to oversee the planning, organization, coordination, and evaluation of internship and practical training activities within the Faculty of Pharmacy.

g) **Chair of the Practical Training Commission:** The faculty member responsible for convening the Faculty of Pharmacy Practical Training and Internship Commission, ensuring its coordinated operation, and reporting its activities.

g) **Practical Training Coordinator:** An academic staff member responsible for organizing and coordinating internship and practical training activities within the Faculty of Pharmacy's departments or divisions.

h) **Internship Commission:** A commission within the Faculty of Pharmacy that oversees the implementation, monitoring, and completion of internships.

ı) **Internship Site and Supervisor:** Pharmacies, institutions, and organizations that provide internship training to undergraduate students, along with the individual responsible for supervising the student's training at the site.

i) **Community Pharmacy Internship:** An internship conducted in a healthcare institution that provides health services, is established under applicable law, and is owned and managed by a licensed pharmacist.

j) **Hospital Internship:** An internship performed in hospital pharmacies as part of clinical pharmacy practice in inpatient healthcare facilities, and/or in the Radiopharmacy Laboratories of Nuclear Medicine Departments.

k) **Industry Internship:** An internship undertaken at companies that manufacture pharmaceuticals, medical devices, cosmetics, traditional herbal medicinal products, or food supplements; and/or at institutions operating as research and development centers in these fields; as well as in pharmaceutical

companies without manufacturing facilities, provided they have established units for quality assurance, licensing, pharmacovigilance, and sales and marketing.

l) **Clinical Pharmacy Practice:** Practical training registered as a course at the beginning of the ninth semester of undergraduate education and carried out for a total of fifty (50) working days during the tenth semester of the fifth year.

m) **Internship Application Form:** A form, included as Annex 1 in the internship file, prepared separately for each internship component and containing details about the pharmacy or institution where the internship will be undertaken.

n) **Internship Logbooks:** Logbooks, included as Annex 2, to be completed daily by the student in line with learning objectives and approved by the relevant unit manager or the pharmacist responsible for practical training.

o) **Internship Evaluation Form:** A form located on the front page of the Internship Logbook, containing information about the relevant internship and a list of expected learning outcomes.

p) **Occupational Health and Safety Certificate:** A document verifying that the student has received Occupational Health and Safety training or completed a relevant course.

r) **ECTS:** The European Credit Transfer and Accumulation System.

Principles Governing Internships

ARTICLE 4

(1) To be awarded an undergraduate degree from the Istinye University Faculty of Pharmacy, students must complete a minimum of one hundred and twenty (120) working days of compulsory internships, organized according to this Directive, comprising Hospital Internship, Industry Internship, and Clinical Pharmacy Practice.

(2) Internships shall be carried out in publicly accessible pharmacies that:

- Have a pharmacist-in-charge with at least three years of experience.
- Have not received a finalized disciplinary sanction.
- Comply with ethical and deontological principles.
- Preferably participate in on-call pharmacy services.
- Preferably have an agreement with the Social Security Institution (SSI).

Students are required to submit a written **Declaration of Ethical Conduct** (sample provided in Annex 3). This declaration must affirm that they are not first-degree relatives of the supervising pharmacist and that they will conduct the internship in accordance with ethical standards.

(3) Hospitals selected for internships should preferably employ an authorized pharmacist and utilize a Health Information Management System. Eligible hospital pharmacies may be determined by the Practical Training Commission, or students may select them for subsequent approval by the Commission.

(4) Students must complete Occupational Health and Safety training or coursework before starting an internship.

Practical Training Commission

ARTICLE 5

(1) The Practical Training Commission will comprise at least three faculty members, including a chair appointed by the Faculty Executive Board for a three-year term.

(2) The Practical Training Commission is responsible for:

- Organizing and coordinating internships.
- Reviewing internship documentation.
- Establishing internship assessment and evaluation criteria.
- Conducting internship supervision and evaluation procedures.
- Defining the responsibilities of the Internship Commission and the Practical Training Coordinator.
- Verifying the suitability of institutions offering compulsory and voluntary internships for the respective program.

(3) External stakeholders may propose internship sites and participate in determining assessment and evaluation criteria and examination processes.

Internship Documents

ARTICLE 6

(1) During the internship, students are responsible for preparing, completing, and maintaining the following documents:

a) The **Internship Application Form**, to be completed by the student and approved by the Dean's Office.

b) The **Internship Logbook**, to be completed daily by the student and approved by the internship supervisor.

c) The **Internship Evaluation Form**, to be completed at the end of the internship.

ç) The **Internship Application Form** and the **Internship Evaluation Form** must be prepared and completed separately for each internship.

d) An **Occupational Health and Safety Certificate** or equivalent documentation of relevant training must be submitted.

Internship Application Period

ARTICLE 7

(1) Students must submit their internship applications to the Dean's Office within the designated period and by the dates specified by the Dean's Office. The Practical Training Commission will announce the start and end dates of internships in accordance with the university's academic calendar for the relevant year. All internships must adhere to the annually announced academic calendar.

Internship Locations

ARTICLE 8

(1) Internships may be carried out, without interruption, in the following locations: publicly accessible community pharmacies, hospitals (for clinical pharmacy practice), hospital pharmacies, manufacturing facilities for pharmaceuticals, food supplements, medical devices, and medical supplies, research and development centers related to these manufacturing fields, pharmaceutical warehouses, the Turkish Medicines and Medical Devices Agency of the Ministry of Health, the Social Security Institution, the Public Health Institution of Türkiye, and other institutions and organizations relevant to the pharmacy profession.

(2) Internships may also be undertaken at equivalent institutions, both in Türkiye and abroad, if deemed suitable for the relevant internship. This can be facilitated through various international programs or special initiatives, upon the recommendation of the Practical Training Commission and approval by the Dean. International students, with the Commission's approval, may complete their internships in their home countries, adhering to the requirements of this Directive, with the exception of Internship 4 and the Clinical Pharmacy Practice course. The validity of such internships will be confirmed by the Faculty Executive Board after the Practical Training Commission evaluates the internship certificate from the foreign institution and a notarized translation of the employer's certificate.

(3) Internship 4 must be completed within Istanbul province during both semesters of the final undergraduate year.

Internship Periods and Durations

ARTICLE 9

(1) Internship 1: Twenty (20) working days, completed in community pharmacies during the summer term of the second year (following the fourth semester).

(2) Internship 2: Twenty (20) working days, completed as a community pharmacy and/or hospital internship during the summer term of the third year (following the sixth semester).

(3) Internship 3: Thirty (30) working days, completed as a community pharmacy, hospital, and/or industry internship during the summer term of the fourth year (following the eighth semester).

(4) Internship 4: Fifty (50) working days, completed as a community pharmacy, hospital, and/or industry internship during the tenth semester (within the academic term).

(5) Students must complete Internships 1, 2, 3, and 4 before graduation.

(6) Internship periods are calculated based on the number of days actually worked, including on-call duty, public holidays, and weekends.

Attendance in Practical Training and Internships

ARTICLE 10

- (1) Attendance is mandatory for all practical training and internship courses in the Faculty of Pharmacy's curriculum.
- (2) Students undertaking practical training and internships must comply with the general working rules, safety regulations, and confidentiality requirements of the host institution or organization.
- (3) Students must complete their practical training and internships at the institution or organization where they commenced, unless there are valid reasons and circumstances approved by the Practical Training Commission and the Faculty Executive Board.
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Supervision at the Internship Site

ARTICLE 11

- (1) If a student is absent from their practical training or internship site on two occasions without a valid excuse, as determined by written record during inspections conducted by academic staff members assigned by the Dean's Office or the Chair of the Practical Training Commission, the student will be considered absent from the relevant practical training or internship course, and the practical training or internship will be deemed invalid.
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Excuses and Leave

ARTICLE 12

- (1) Students must attend their practical training or internship at the assigned pharmacy, institution, or organization for a minimum of six (6) hours per day, aligning with the institution's working hours.
- (2) During the practical training or internship period, students may take up to four (4) days of excused leave, with no single leave period exceeding two (2) working days. To request excused leave, students must submit a petition to the Practical Training Coordinator or the Faculty Secretariat for forwarding to the Coordinator.
- (3) Students are required to make up any internship days missed due to leave, medical reports, or other valid excuses. They must also submit supporting documentation for their absence to the Dean's Office of the Faculty of Pharmacy and the Istinye University Career Center.
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Change of Internship Site

ARTICLE 13

- (1) Once an internship has commenced, students may not change their practical training or internship site without the knowledge and approval of the Practical Training Commission.
 - (2) In unforeseen circumstances, such as the death of the pharmacist, a closure sanction imposed on the pharmacy, the closure of the pharmacy, strikes or lockouts, or force majeure events like earthquakes, fires, and floods, students may continue their internships at another approved site with the Practical Training Commission's approval.
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Internship Exemption

ARTICLE 14

- (1) Students who transfer to the faculty from another higher education institution may, with the Practical Training Commission's approval, be exempt from part or all of the internships completed at their previous institution. The exemption decision will specify the internship(s) granted.
 - (2) The original internship certificate or a notarized copy must be submitted. The Commission will deliver all exemption-related documents to the Dean's Office for inclusion in the student's academic file.
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Principles Governing Internship Implementation

ARTICLE 15

- (1) Before each compulsory internship period, students must complete the Internship Application Form and the Health Provision Activation System (SPAS) Certificate and upload them to the information system. After approval by the relevant faculty member, the University will carry out the necessary insurance procedures. Internships for students whose applications have not been approved through the Student Information System will be considered invalid.
- (2) Each student undertaking an internship must submit the Internship Evaluation Form to the authorized representative of the unit where the internship is carried out. Upon completion of the internship, the authorized person (pharmacist, institutional representative, or company representative) must complete and approve the form and send it to the Practical Training Commission. Forms that require submission in a sealed envelope but lack the necessary stamp/seal and/or approval will not be considered during the evaluation process.
- (3) Students must regularly record activities carried out during the internship period in the Internship Logbook. The authorized person at the internship site must approve these entries by indicating their title and affixing their signature and institutional stamp/seal. Internship Logbooks lacking signatures, stamps/seals, or dates, or those containing unapproved erasures, alterations, or corrections, will not be accepted.
- (4) Students must submit the Internship Application Form, Internship Evaluation Form, and Internship Logbooks to the Practical Training Commission no later than two (2) weeks after completing the internship.

(5) During the internship, students may not disclose confidential information related to production and services to third parties. They are also prohibited from participating in trade union activities.

(6) An internship contract may be executed between the student and the internship provider during the internship period, in accordance with applicable legislation. This contract may address internship conditions, leave provisions, duties and responsibilities of both parties, remuneration, and any other necessary matters.

(7) The University cannot be designated as a party in disputes arising between the student and the practical training provider.

(8) During the internship, students must comply with the disciplinary provisions outlined in Article 54 of Higher Education Law No. 2547, as well as the working principles, conditions, disciplinary rules, and occupational safety regulations of the host institution. Students must consistently demonstrate professional and ethical conduct throughout the internship.

(9) The Practical Training Commission will provide students with necessary information and guidance prior to each internship period.

Monitoring of Internships

ARTICLE 16

(1) The Practical Training Commission may monitor internships, when deemed necessary, to ensure they align with their objectives and applicable rules. For this purpose, the Commission may communicate with the host institution and obtain information regarding the student to effectively monitor internship activities.

Evaluation of Internships

ARTICLE 17

(1) Before the internship examination, the Practical Training Commission will review the student's Internship Logbook. To be admitted to the Internship Examination, the student must first receive a passing evaluation based on the "Internship Evaluation Form" within the Internship Logbook, completed by the internship site supervisor.

Here's a revised version of the text, focusing on clarity and flow:

(2) Internships 1, 2, and 3 will be graded based on the Internship Logbook.

(3) For Internship 4, students will undergo an oral assessment in addition to the evaluation of their Internship Logbook. The specific procedures for this assessment and evaluation are detailed in the Course Syllabus.

(4) The oral examination for Internship 4 will focus on the internship programs and practical professional applications. These examinations will be conducted by three-member Internship Examination Juries, appointed by the Practical Training Commission.

(5) All internships will be graded on a scale of 100 points. A score of 65 points or higher is considered successful; a score below 65 points is unsuccessful. There will be no make-up examination for the Internship 4 oral examination. Students who fail Internship 4 must repeat the course.

(6) Following the internship evaluation process, all related documents will be delivered to the Faculty Secretariat for archiving, with a signature confirming receipt.

(7) Students who fail or do not complete any compulsory internship will not receive graduation documents. They must repeat the internships until all requirements are met.

(8) Students who complete all coursework but fail to complete their compulsory internships are ineligible for graduation and will not

receive a diploma. Such students must renew their registration during the designated period for the relevant semester without incurring a student contribution fee. Failure to renew registration will prohibit students from undertaking internships.

(9) Once approved by the Faculty Executive Board, the Commission members will enter the practical training and internship grades into the student information system.

(10) Students who fail to personally submit the Practical Training and Internship Evaluation Form by the Dean's Office's announced deadline, without a valid excuse, will not have their practical training and internship evaluated.

(11) Students eligible for early graduation may, with the Faculty Executive Board's approval, take the internship and practical training course during the Fall Semester. In such cases, the Faculty Executive Board will also determine which other courses, if any, may be taken concurrently.

(12) Students unable to attend the Internship 4 oral examination due to a valid excuse must submit an application and supporting documents to the Secretariat of the Faculty of Pharmacy. The Faculty Executive Board of the Faculty of Pharmacy will evaluate the case, considering the application documents, procedures, valid excuses, and evaluation criteria outlined in the Istinye University Principles Governing Excused Absences. If the excuse is deemed valid, the Internship 4 oral examination will be rescheduled.

Cases Not Covered by this Directive

ARTICLE 18

(1) For cases not explicitly addressed by this Directive, the higher-level legislation referenced in Article 2, along with decisions from the Istinye University Senate and the Faculty Board of the Faculty of Pharmacy, shall apply.

(2) Should any conflict arise between the provisions of this Directive and the Istinye University Directive on Practical Training regarding practical training and internships within the Faculty of Pharmacy, the provisions of the Istinye University Faculty of Pharmacy Directive on Practical Training shall take precedence.

Entry into Force

ARTICLE 19

- (1) This Istinye University Faculty of Pharmacy Directive on Practical Training will come into force upon approval by the Istinye University Senate.
- (2) The Istinye University Faculty of Pharmacy Internship Directive will be repealed once the Istinye University Faculty of Pharmacy Directive on Practical Training takes effect.
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Execution

ARTICLE 20

- (1) The Dean of the Faculty of Pharmacy of Istinye University is responsible for executing the provisions of this Directive.
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Annexes

- Annex – SKS-FRM-34 Internship Application Form
 - Annex – ECZ-FRM-15 Internship Monitoring and Evaluation Form
 - Annex – ECZ-FRM-16 Internship Evaluation Form
 - Annex – ECZ-FRM-17 Internship Examination Excuse Form
 - Annex – ECZ-FRM-18 Oral Internship Examination Evaluation Form
 - Annex – ECZ-YRD-02 ECZ-283 Internship 1 Logbook
 - Annex – ECZ-YRD-03 ECZ-383 Internship 2 Logbook
 - Annex – ECZ-YRD-04 ECZ-381 Internship 3 Logbook
 - Annex – ECZ-YRD-05 ECZ-585 Internship 4 Logbook
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INTERNSHIP ABSENCE REQUEST FORM

1. STUDENT INFORMATION

- Full Name:
- Student Number:
- Academic Year / Semester:
- Telephone / E-mail:

2. INTERNSHIP DETAILS

- Internship Title / Code:
- Institution / Company where internship was completed:
- Internship Period: __/__/20__ to __/__/20__
- Internship Supervisor / Pharmacist:

3. ABSENCE INFORMATION

Dates of Absence: __/__/20__ to __/__/20__ (Total: ____ Working Days)

Reason for Absence:

- ☐ Health Problems (Medical Report Attached)
- ☐ Death / Illness of a First-Degree Relative
- ☐ Academic / Official Assignment
- ☐ Other: _____

4. REQUEST TO THE DEAN'S OFFICE / INTERNSHIP COMMISSION

I respectfully request that my absence from the internship on the dates specified above be evaluated and approved. A supporting document for this absence is attached.

Date: __/__/20__

Student Signature: _____

5. APPROVAL OF THE INTERNSHIP SITE SUPERVISOR

(To be completed by the supervising pharmacist of the pharmacy, chief pharmacist of the hospital, or authorized institutional representative.)

I confirm that the above-named student from your faculty was absent from their internship on the specified dates due to the stated reason.

Internship Supervisor's Title / Full Name:

Stamp / Signature:

Date: __/__/20__

INTERNSHIP EVALUATION FORM

Student / Intern Information

- Full Name:
- Student Number:
- Institution/Company where the internship was completed:
- Internship Period / Duration:

Evaluation Criteria and Scoring Table

Each criterion will be evaluated out of 20 points. Students who receive a total score above 65 out of 100 points will be considered successful.

Evaluation Criteria	Max. Score	Score Awarded
1. Formal and Visual Presentation: Adherence to the internship guide's formatting requirements, including page layout and the completeness of all necessary signatures and seals. This also encompasses the correct use of technical terminology, meticulous attention to spelling and grammar, and the adoption of an appropriate institutional and academic writing style.	20	
2. Regularity and Continuity: Daily records are maintained regularly to track the extent to which each working day achieves its expected learning outcomes in knowledge, skills, and competencies.	20	
3. Institutional Evaluation Score: The score and qualitative assessment provided by the institutional internship supervisor regarding the student (if applicable, based on the survey or form).	20	

4. Professional Ethics and Awareness: Compliance with the requirements specified in the internship monitoring form, adherence to professional ethical principles, and attendance.	20	
5. Evaluator's Opinion Strengths: Areas for Improvement:	20	
TOTAL SCORE	100	[__]

Final Decision

☐ SUCCESSFUL

☐ UNSUCCESSFUL

Date of Evaluation: [__/__/20__]

Evaluating Academic Staff Member / Authorized Official

• Full Name / Title:

• Signature: _____

ORAL INTERNSHIP EXAMINATION EVALUATION FORM

Candidate and Examination Information

- Student Full Name:
- Student Number:
- Institution/Company where the internship was completed:
- Examination Date: [___/___/20___]

Oral Examination Evaluation Criteria

Each criterion will be evaluated out of 20 points. Students who receive a score above 65 out of a total of 100 points will be considered successful.

Evaluation Areas	Max. Score	Score Awarded
1. Presentation and Communication Skills: The ability to express oneself and one's work clearly, fluently, and professionally, along with self-confidence and control over anxiety.	20	
2. Technical Knowledge: Mastery of the knowledge, skills, and competencies gained during the internship.	20	
3. Application and Practical Experience: Ability to explain in detail the duties personally performed during the internship and the tools and methods used.	20	
4. Ability to Answer Questions: Provides logical, consistent, and accurate responses to technical, spontaneous, or scenario-based questions posed by the jury.	20	
5. Professional Awareness and Vision: An awareness of the internship's	20	

contributions to the student, including key takeaways and future outlook.		
TOTAL SCORE	100	[]

Examination Result ☐ SUCCESSFUL ☐ UNSUCCESSFUL	JURY MEMBERS		
	Jury Member	Name Surname	Signature
	Chair		
	Member		
	Member		