

**FENERBAHCE UNIVERSITY**  
**FACULTY OF HEALTH SCIENCES**  
**PROFESSIONAL PRACTICE DIRECTIVE**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Objective**

**Article 1:** The purpose of this Directive is to determine the responsibilities, basic rules, principles and methods of Fenerbahçe University, Faculty of Health Sciences students in the practices they will carry out during the periods stipulated in the education and training (curriculum) program.

**Scope**

**Article 2:** It covers the application areas, duties and responsibilities of Fenerbahçe University students and faculty members and the procedures and principles for the evaluation of the applications.

**Basis**

**Article 3:** This Directive has been prepared based on the “Fenerbahçe University Associate and Undergraduate Education Regulations”.

**Article 4:** In this Directive

- a) University: Fenerbahçe University,
- b) Faculty: Faculty of Health Sciences,
- c) Dean: The Dean of Fenerbahçe University Faculty of Health Sciences,
- d) Head of Department: Heads of the relevant departments in the Faculty of Health Sciences,
- e) Application Supervisor: The instructor responsible for the course implemented in the relevant academic year element or elements,
- f) Implementation Coordinator: Implementation guide determined by the implementation supervisor and the institution where the implementation is carried out,
- g) Implementation Area: Public and private institutions or organizations where the application is made,
- h) Application Period: The period specified in the curriculum,
- i) Application Evaluation Form: The form filled out by the practitioner,
- j) Application Notebook/File: Refers to the notebook/file filled in by the student.

**PART TWO**  
**Framework for Implementation**

**Article 5:** Students can carry out their practices in institutions and organizations recommended by the Head of the Department and deemed appropriate by the Dean of the Faculty. Students must fulfill the prerequisites of the application-specific course in order to be able to go to practice.

**Article 6:** The duties and responsibilities of the Head of Department are listed below.

- a) To notify the Dean's Office of the areas planned for practice (1st, 2nd, 3rd level health institutions and organizations, schools, sports clubs, nursing homes, factories, hotels, etc.).
- b) By collaborating with the relevant application unit of the university (Internship / Practicum coordinatorship); to make protocol arrangements with the institutions, units, etc. to be applied, to follow up.
- c) To determine and assign the application supervisors among the teaching staff of the department.
- d) In line with the information provided by the application supervisors, to ensure that the application is carried out in full.
- e) To carry out official correspondence related to the practice.

**Article 7:** The duties and responsibilities of the student are listed below.

- a) To complete the documents required for the practice (Occupational health and safety certificate, vaccination card, tests, health report, etc.).
- b) At the beginning of the practice, to receive the materials (forms, notebooks, equipment, etc.) to be used throughout the practice from the practice supervisor.
- c) To comply with the working and security rules, order and discipline of the practicing institution.
- d) To comply with the working hours of the practicing institution and sign the "Student Attendance Form".
- e) In addition to the dress and grooming rules for civil servants in the practice areas, to comply with the dress and grooming rules required by the profession and specific to the field.
- f) To fulfill the duties and responsibilities required of them in the field of practice.
- g) To be in good and positive relationships in the field of practice.
- h) To take care to use all kinds of tools and equipment carefully in the field of practice.
- i) To participate in different practices (rounds, seminars, case presentations, etc.) under the
- j) Not changing the application area without the permission of the application supervisor.
- k) Not leaving the application area without the permission of the application coordinator.
- l) Filling in the forms/notebooks required by the practice and submitting and delivering them to the practice supervisor on time.
- m) To conduct night and weekend practices when deemed necessary by the department board.
- n) To follow the OIS announcements regarding the applications.

**Article 8:** The duties and responsibilities of the practice supervisor are listed below.

- a) To organize planning and programs that will facilitate the student's adaptation.
- b) To be in constant communication with the student and the practicum supervisor.
- c) To advise the practicum coordinator on guiding the student.
- d) To examine the end-of-practice evaluations of the practicum coordinator and the student.
- e) To evaluate the application forms/notebooks and reports and give feedback to the student during and at the end of the semester.
- f) At the end of the application, to examine the "Student Evaluation Form" and "Application Notebook / Forms" and to give midterm and final exam grades as specified in the third part of the directive.
- g) To make up programs for students whose excuses for absenteeism are accepted by the department board.

**Article 9:** The duties and responsibilities of the application coordinator are listed below.

- a) To ensure the student's adaptation to the application area.
- b) To help the student develop achievable goals.
- c) Providing learning opportunities for the student.
- d) To be a role model, guide, observe and supervise the practices.
- e) Providing feedback on the student's performance in the field of practice.
- f) To ensure that the student participates in rounds, case presentations and trainings in the field of practice.
- g) To provide opportunities for profession-specific field practices.
- h) Filling out the Student Evaluation Form and submitting it to the practice supervisor.

### **PART THREE**

#### **Evaluation of Implementation**

**Article 10-(1):** The evaluation of the application is done as follows.

- a) Students are supervised and evaluated by the practicum coordinator(s) in terms of theoretical knowledge, practical skills, responsibility, work discipline, performance, communication, continuity in their practicum studies. The result is recorded on the "Evaluation Form" and delivered to the application supervisor in a sealed envelope.
- b) Students prepare their Practice Notebooks/Forms related to their practice and submit them to the practice supervisor.
- c) Application grade is given by evaluating the Application Forms / Notebooks and additional observations, written / oral exams together. In cases where the department board deems necessary, an additional exam can be given instead of the practice grade.
  - c.1. The grade of the "Nutrition Practices in Community Health Course" of the Department of Nutrition and Dietetics: It is given by collecting the data related to the application (form/survey filling, etc.), data entry and analysis, preparation and presentation of educational materials (brochure, poster, etc.), application report/article.

- d) The applications of the students who do not submit the evaluation documents between the dates announced by the application officer are considered invalid.
- e) Students can make an objection within 5 working days after the announcement of the application grades/results.
- f) Students who do not complete / fail their practicums cannot graduate.

#### **SECTION FOUR**

##### **Duration and Conditions of Implementation**

**Article 11:** The duration and conditions of the application are as follows.

- a) The start and end dates of the practicum are determined by the Head of the Department and approved by the Dean in accordance with the academic calendar and the days and hours specified in the education-curriculum of the departments.
- b) The provisions of “Fenerbahçe University Associate and Undergraduate Education and Training Regulations” are valid regarding the attendance obligation.
- c) It is essential to fulfill the conditions of Article 7.

#### **Final Provisions**

**Article 12:** In matters not covered in this Directive, the provisions of the “Fenerbahçe University Associate and Undergraduate Education and Examination Regulations” and the relevant legislation shall apply.

**Article 13:** This Directive is applicable starting from the 2020-2021 academic year.

**Article 14:** The provisions of this Directive are executed by the Rectorate of Fenerbahçe University.