

**FENERBAHÇE UNIVERSITY
VOCATIONAL SCHOOL OF HEALTH SERVICES
ANNEX-1
INTERSHIP PROCESS FLOW CHART**

Internship Commission determines the Internship Calendar.

The calendar is announced during the education and training period (Internships are done at the end of the spring semester and in the months coinciding with the summer vacation).

The student determines the place of internship on his/her own (he/she can get help from the Career Planning and Development Center).

The Internship Application and Acceptance Form (ANNEX-2) taken from the Fenerbahçe University Web page is signed by the student and submitted to the Program Head to be forwarded to Fenerbahçe University Human Resources Directorate.

The student submits the Internship Application and Acceptance Form (ANNEX-2), which is approved by Fenerbahçe University Human Resources Directorate, to the School Secretariat by having it signed by the authorized person of the institution where the student will do the internship.

For students who will receive a fee from the internship place, the Internship Business Information Form (ANNEX-3), which is taken from the Fenerbahçe University Web page, is filled out by the official of the institution where the internship will be done and submitted to the Program Head with ANNEX-2 by the student.

Students who want to change their internship place in accordance with the periods in the internship calendar must fill out ANNEX-4 and ANNEX-2 again and submit them to the School Secretariat.

At the end of the application period, the Internship Commission approves the internship places and dates of the students. The internship place is finalized with the decision of the Board of Directors.

Students who need to make changes to the internship start and end dates or the internship location must notify this situation 15 days in advance, or students who have to leave their internship due to force majeure must immediately notify the Program Head in writing.

Students who complete their internships submit their Internship Notebooks and Internship Attendance Chart (ANNEX-5) to the Internship Unit or the School Secretariat.

The files are delivered to the Program Chairs with a report.

Students who complete their internship are orally assessed and evaluated by the internship commission. Success grade is determined by taking 50% of the sum of the grades in Annex-6 and Annex-7 forms.

After the approval of the Internship Commission, the result of the internship file becomes final.