

**UNIVERSITY OF FENERBAHCE
VOCATIONAL SCHOOL OF HEALTH SERVICES
INTERNSHIP REGULATION**

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- The purpose of this regulation; Fenerbahçe University Vocational School of Health Services students,

- a) To reinforce the theoretical knowledge gained during their education period,
- b) To improve their skills and experience gained in clinical and laboratory practices,
- c) To enable them to recognize the responsibilities, relationships, organization and production process and new technologies in the workplaces where they will do internship practice.

Scope

ARTICLE 2- This regulation covers the activities and principles related to the internships of Fenerbahçe University Vocational School of Health Services students at workplaces in Turkey and abroad.

Basis

ARTICLE 3- This regulation has been prepared based on the Annex-23rd and Annex-24th articles of the Higher Education Law No. 2547, the Vocational Education Law No. 3308 and the Fenerbahçe University Associate and Undergraduate Education and Training Regulations.

Definitions

ARTICLE 4- In this regulation;

- a) Department: Fenerbahçe University Vocational School of Health Services Departments,
- b) Head of Department: Fenerbahçe University Vocational School of Health Services Department Heads,
- c) Workplace: Institutions and organizations where the internship is carried out,
- d) Workplace Instructor: The workplace personnel who will ensure that the internship procedures are carried out by the student,
- e) Career Center: Fenerbahçe University Health, Culture and Sports Directorate Career Center,
- f) Commission: Fenerbahçe University Vocational School of Health Services Internship Commission,
- g) Human Resources Directorate: Fenerbahçe University Human Resources Directorate
- h) Director: Fenerbahçe University Vocational School of Health Services Director,
- i) Secretary: Fenerbahçe University Vocational School of Health Services Secretary,
- j) Program: Fenerbahçe University Vocational School of Health Services Programs,
- k) Program Head: Fenerbahçe University Vocational School of Health Services Program Heads,
- l) Regulation: Fenerbahçe University Vocational School of Health Services Internship Regulation,

- m) Internship Unit: Fenerbahçe University Health, Culture and Sports Directorate Internship Unit
- n) Board of Directors: Fenerbahçe University Vocational School of Health Services Board of Directors,
- o) Vocational School: Fenerbahçe University Vocational School of Health Services,
- p) Vocational School Board: Fenerbahçe University Vocational School of Health Services Vocational School Board.

PART TWO

Principles Regarding Internship Practice

Obligation to do internship

ARTICLE 5- Students studying in higher education programs are obliged to do internships in order to improve their ability to apply the theoretical and practical knowledge they have learned theoretically and practically in the relevant sector and to gain work experience. Students must successfully complete their internships in accordance with the provisions of this regulation in order to graduate. Students who have not successfully completed their internship will not be awarded an exit certificate or diploma.

Workplaces for internship

ARTICLE 6- The workplaces where Vocational School students will do internship are selected among the places determined by the student and approved by the Program Head or determined by the School Career Center in line with the students' programs and learning objectives.

Internship practice

ARTICLE 7- (1) All forms related to internship are available on the website of Fenerbahçe University Vocational School of Health Services.

(2) Internship practice is carried out according to the internship calendar determined by the Commission. The flow of internship related procedures is summarized in Annex-1.

(3) The internship calendar is announced to the students during the education and training period.

(4) Students must first find the workplaces where they will do their internship themselves. The Career Center supports students who cannot find an internship place.

(5) After finding an internship place, the student signs the Internship Application and Acceptance Form (Annex-2) and submits it to the program head to be signed by the Human Resources Directorate. The Human Resources Directorate approves the form to be forwarded to the internship organization. The document approved by the internship institution is submitted to the School Secretariat.

(6) Students who will receive remuneration from the internship practice place must submit the Internship Workplace Information Form (Annex-3) to the School Secretariat for approval by the Program Head and submit it to the Human Resources Directorate.

(7) Students who want to change their internship practice place in accordance with the periods in the internship calendar can reapply by filling out the forms Annex-2 and Internship Workplace Replacement Form (Annex-4).

(8) The internship places and internship dates of the students who complete their applications on the dates specified in the internship calendar are finalized with the approval of the commission.

(9) During the internship period, the student is obliged to fill in the Internship Notebook and Internship Attendance Chart (Annex-5), keep daily reports and have them signed by the workplace institution official. The internship notebook must be signed by the workplace

institution official on the same date as the end of the internship. No extra information should be written on the notebook after the institution official signs it.

(10) At the end of the internship, the workplace instructor fills out the Workplace Instructor Internship Evaluation Form (Annex-6), which he/she is obliged to submit to the School Directorate, approves it and ensures that it is delivered in a sealed envelope with a signature so that the student cannot see it.

(11) The student submits the Internship Notebook and Internship Attendance Chart (Annex-5) to the Internship Unit or the School Secretariat within the periods specified in the internship calendar.

(12) All documents belonging to the student who has completed his/her internship [Internship Notebook, Internship Attendance Chart (Annex-5) and Workplace Instructor Internship Evaluation Form (Annex-6)] are delivered to the relevant program heads by the Secretariat with a report.

(13) The grades of the students whose internships are evaluated are entered into the student information system after approval by the Commission.

(14) The credit of the internship is evaluated as 0 (zero) and the ECTS is evaluated as 5 (five).

Evaluation of the internship

ARTICLE 8- (1) The internship success grade ('S' or 'U') is determined by taking 50% of the score on the Internship Evaluation Form (Annex-6) filled out by the Workplace Instructor and 50% of the score on the Internship Evaluation Form (Annex-7) filled out by the commission.

(2) In order for the student's internship to be considered successful, the internship success grade must be at least 50 and above according to the 4th paragraph of Article 27 under the title of Success Grades and Coefficients of Fenerbahçe University Associate and Undergraduate Education and Training Regulations.

(3) At the end of the internship, the letter grade of 'S' (Successful) or 'U' (Unsuccessful) is entered into the system by the Program Heads.

Internship notebook

ARTICLE 9- The Internship Book and its contents are prepared by the Commission.

Time and duration of the internship

ARTICLE 10- (1) Students who continue their education do their internship practices at the end of the 2nd semester or at the end of the 4th semester in the months coinciding with the summer vacation.

(2) If the student has fulfilled the attendance requirement in all courses but has not yet completed the internship, he/she can start the internship in any month.

(3) The internship period is 20 working days.

(4) The Board of Directors makes the decisions regarding the internship periods determined mutually in accordance with the cooperation protocols made by the School with companies and institutions.

(5) Working hours and days cannot be contrary to the legislation issued by the Higher Education Council and the Labor Law.

(6) Students who are required to make a change in 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 reasons must immediately notify the head of the program to which they are affiliated in writing. Otherwise, the student pays the insurance premiums, administrative fines, late fees and interest for delay, and any fees to be paid by the School to the relevant institutions.

(7) When the students who change their internship place or have to leave their internship due to the reasons stated in Article 10/6 submit their situation in writing to the relevant program head, the program heads are obliged to notify the Secretariat immediately and urgently on the same working day.

PART THREE

Principles on Duties, Responsibilities and Disciplinary Affairs

Internship Commission

ARTICLE 11- (1) Internship Commission consists of Program Heads, Career Center Director and School Secretary. The commission is chaired by the Assistant Director of the Vocational School. This commission meets at least twice a year.

(2) The duties of the Internship Commission are as follows:

- a) To organize meetings to ensure that students receive the preliminary information necessary for internship in line with the provisions of this regulation.
- b) To organize the preparation of the Internship Notebook to be used in the internship.
- c) To ensure that the internship is evaluated.

Duties of the program head

ARTICLE 12- The duties of the Program Heads are as follows:

- a) To prepare the Internship Book for the program together with the program instructors.
- b) To search for places where students can do internship practice, to make agreements.
- c) To inform the students about the internship calendar and the functioning of the internship by organizing a meeting.
- d) To distribute the students to the internship places.
- e) To take the necessary academic measures to ensure that the procedures specified in the internship calendar are carried out within the deadlines.
- f) Evaluating the internship (Annex-7).

Responsibilities of the student

ARTICLE 13- The responsibilities of the student regarding the internship are stated below:

- a) To obtain and fill out the Annex-2 form in order to start the internship.
- b) To submit the Annex-2 form signed by the workplace to the School Secretariat.
- c) Filling out the Internship Notebook appropriately during the internship.
- d) At the end of the internship, submit the Internship Notebook and Internship Attendance Chart (Annex-5) to the To submit it to the Secretariat. Students who do not submit the Internship Notebook are deemed not to have completed their internship.

Disciplinary affairs

ARTICLE 14- (1) Students are obliged to comply with the rules of the workplaces where they do their internship regarding work, working conditions, discipline and work safety. Students who act otherwise or who are absent without permission or excuse for three consecutive days or 10% of the total duration of the internship are considered unsuccessful.

(2) Students may use a resting report in case of illness during the internship. This rest report must be obtained from public health centers, state or university hospitals. Reports received from private institutions are invalid.

(3) Students whose internship is deemed unsuccessful repeat the internship.

(4) Missing days determined by the instructor in the internship are completed by the student.

(5) In the event that the internship student causes a damage caused by himself/herself, he/she is subject to the responsibilities of that workplace staff.

(6) The provisions of the Student Discipline Regulation of Higher Education Institutions apply throughout the internship practice period.

SECTION FOUR

Miscellaneous and Final Provisions

Cases where there is no provision in the Regulation

ARTICLE 15- In cases where there are no provisions in this regulation, the decisions of the Board of Trustees, the School Board and the Board of Directors are applied within the framework of the provisions of other relevant legislation and the decisions of the Higher Education Council and the Interuniversity Council.

Effectiveness

ARTICLE 16- This regulation enters into force as of the date of its approval by the Fenerbahçe University Senate.

Execution

ARTICLE 17- The provisions of this regulation are executed by the Director of Fenerbahçe University Vocational School of Health Services.