

ALTINBAŞ UNIVERSITY

SCHOOL OF PHARMACY

INTERNSHIP AND PRACTICUM (WORK PLACEMENT) GUIDELINES

PART I

Objective, Scope and Legal Basis

Objective

ARTICLE 1 - (1) These guidelines set forth rules and regulations governing the basic principles for planning, application, monitoring and evaluation of internships and work placements that must be carried out by Altınbaş University Pharmacy Students in order to improve knowledge and skills they have gained during their studies. Internships and work placements set forth in these Guidelines shall be successfully carried out and completed in order to earn an undergraduate degree in Pharmacy from Altınbaş University.

Scope

ARTICLE 2 - (1) These Guidelines cover rules and regulations that must be followed in the application of Altınbaş University School of Pharmacy required and elective internships and work placements.

Legal Basis

ARTICLE 3 – (1) These Guidelines have been drawn up based on Article 14 and Additional Article 23 of Turkish Higher Education Act No. 2547, the provisions of “Altınbaş University Regulation for Associate and Undergraduate Degree Education” published in Turkish Official Gazette Issue No. 30094 of 12/06/2017, and the articles of the Framework Regulation on Practical Training in Higher Education No. 31514 issued on 17 June 2021.

Definitions

ARTICLE 4 - (1) As used in these Guidelines, the following terms shall have the meanings specified below.

- a) University: Altınbaş University,
- b) President: President of Altınbaş University,
- c) School: School of Pharmacy,
- d) Dean: Dean of Altınbaş University School of Pharmacy,
- e) Administrative Board: Administrative Board of Altınbaş University School of Pharmacy,
- f) Practical Training Committee/Committee: Team of Practical Training Supervisors appointed by the Dean,
- g) Insurance: It refers to the "Work Accident and Occupational Disease Insurance", which

is mentioned in of the "Act No.5510 on Social Insurance and Universal Health Coverage" published in Turkish Official Gazette No. 26200 of 16 June 2006.

- h) Host Organisation: A public/private enterprise where students carry out their internships, work placements.
- i) Practical Training Committees: Retail Pharmacy Committee, Industry Committee, Hospital Committee and Clinical Pharmacy Committee are practical training committees that supervise student internship and work placement. These Committees shall be established by the Administrative Board of the School of Pharmacy and each Committee shall consist of at least 5 members. Committee members shall serve for a term of 3 years.

PART II

Roles and Responsibilities

Roles and Responsibilities of the Practical Training Committee

ARTICLE 5-(1) Roles and responsibilities of the committee shall be as follows:

- a) When required, convene a meeting to take the necessary measures to improve the efficiency of internships and work placements and to discuss whether these internships and work placements are being performed by students in accordance with the rules and regulations in place.
- b) Prepare an internship/work placement schedule based on the requirements and features of the internship/placement,
- c) Review the evaluation reports and announce the students' internship/placement performance upon approval from the Committee Chair and the Dean,
- d) Monitor and evaluate student attendance and performance during the internship work placement.
- e) Draw up the internship/work placement application forms and logbooks and post them on the university website.
- f) Establish an examination jury consisting of at least 3 members to administer internship/placement examinations.

PART III

Host Organisations and Internship Application

Host Organisations

ARTICLE 6 - (1) The following guidelines must be followed in choosing a retail pharmacy as an internship/placement site:

- a) Pharmacy owner/retail pharmacist must have at least 5 years of work experience,
- b) Pharmacy must have a contract with the Social Security Institution (SSI),
- c) Pharmacy owner/retail pharmacist must not be a first-degree relative of the student.

(2) The following guidelines must be followed in choosing a hospital pharmacy as an internship/placement site:

- a) Hospital must offer inpatient care/treatment services,
- b) At least one pharmacist is required to render services at the hospital pharmacy.

3) The following guidelines must be followed in choosing a host organisation/company for a pharmaceutical industry intern:

- a) The host organisation/company shall be chosen by the student and approved by the faculty.
- b) The host organization must be a pharmaceutical company or must manufacture raw materials or cosmetic products or have at least one of the following departments: quality control, R&D, licensing, pharmacovigilance, or sales-marketing.

4) Pharmaceutical internships and work placements may also be carried out in one of the following public agencies/organisations:

- a) Research Laboratories at Pharmacy Schools
- b) Drug Research Institutes/Centres
- c) Turkish Ministry of Health Public Health and Sanitation Laboratories
- d) Turkish Medicines and Medical Devices Agency
- e) Drug Information Centres
- f) Other locations deemed appropriate by the Practical Training Committee.

Application Period and Deadline

ARTICLE 7- (1) The start and end date of internships/work placements shall be determined by the Dean's Office each year and posted on the University's website accordingly.

(2) Students shall fill out an application form at least 15 days prior to the start date of internship/work placement.

(3) In the event that the host organisation chosen by student is approved by the Committee, the Committee shall approve the "Application Form" so as the student can start the internship/placement on the pre-specified date.

(4) After the application forms have been approved by the committee, Dean's Office shall send an "Internship/Work Placement Letter" and a "**Student Evaluation Form**" to the contact person/supervisor at the host organisation. Upon the end of the internship/placement period, this form shall be completed, stamped, and signed by the host supervisor, and submitted by the committee to the Dean's Office in a closed envelope with the pharmacy's or organisation's seal/stamp on it. The owner or manager of the host pharmacy, organisation, or

department where students have completed their internships/placements shall also act as the “Internship Supervisor”.

Attendance

ARTICLE 8 – (1) Attendance is compulsory on all days of internship/placement. Students must adhere by the rules and working hours defined by the host organisation. Dean’s Office may conduct an onsite inspection whenever deemed necessary. During the internship/work placement, student shall be subject to “Student Disciplinary Regulations for Higher Education Institutions”. During the inspections, the student, who is determined to be absent from the internship/placement site without a valid excuse, will be deemed to have failed the attendance requirement.

(2) Except for force majeure events or valid reasons, students, who are reported to have been absent more than two days (in internships/work placements that last up to 20 business days), and more than three days (in internships/work placements that last up to 50 business days) without valid excuse shall be deemed to have failed to complete the required work hours, thus their internship/placement will be considered null and void. In case that the student is required to repeat the internship/placement due to poor attendance, the insurance coverage required for the next internship/placement must be paid by the student. The decision as to whether to accept the internship/placement hours partially completed by a student, who was unable to complete the whole internship/placement due to a force majeure event or a valid reason, shall be made by the Faculty Administrative Board after consultation with the Committee.

PART IV

Internship/Work Placement Length, Process and Evaluation

Internship/Work Placement Length and Process

ARTICLE 9

(1) Internship/work placement period lasts 140 working days.

(2) The prerequisites for starting an internship/work placement shall be determined by the Faculty Administrative Board.

(3) **PHAR 290 Internship-I:** It shall start at the end of the fourth semester resit exam period, at the earliest. Internship-I shall be carried out during the summer term, in a retail pharmacy for a period of 4 weeks (20 working days) in full-time, a total of 160 hours (4x40).

(4) **PHAR 390 Internship-II:** It shall be carried out in a hospital pharmacy during the sixth semester summer term, at the earliest, and it shall last 4 weeks (20 full-time working days), a total of 160 hours (4x40).

(5) **PHAR 490 Internship-III:** It shall be carried out during the 8th semester summer term, at the earliest, in a retail pharmacy for a period of 4 weeks (20 full-time working days), a total of 160 hours (4x40).

(6) **Work Placements:** Students shall continue their practical training by taking a total of three (3) courses (1 required and 2 elective) consisting of 640 hours.

a) **PHAR 581 Advanced Retail Pharmacy Practice:** It shall be carried out as part of the work placement in the 9th semester for a period of 4 weeks (20 full-time working days), a total of 160 hours (4x40).

b) **Advanced Pharmacy Practice I - Elective Pool:** It shall be carried out as part of the work placement in the 10th semester for a period of seven weeks (35 full-time working days), a total of 280 hours (7x40). Advanced Pharmacy Practice I may be carried out in public/private retail pharmacies, companies operating in pharmaceutical industry and hospitals.

c) **Advanced Pharmacy Practice II - Elective Pool:** It shall be carried out as part of the work placement in the 10th semester for a period of five weeks (25 full-time working days), a total of 200 hours (5x40). Advanced Pharmacy Practice II may be carried out in public/private retail pharmacies, companies operating in pharmaceutical industry and hospitals.

d) Students can take PHAR 290 Internship-I and PHAR 490 Internship-III mentioned in paragraphs 3 and 5 of Article 13 herein outside the pre-determined periods, if these courses are offered by the Dean's Office.

e) Subject the suggestion of the Committee and approval of Dean's Office, internships in retail pharmacies and hospital pharmacies may also be carried out abroad in institutions that are equivalent to those mentioned above. For international internships, insurance shall be covered by the student. For domestic internships, insurance shall be covered by Altınbaş University.

Evaluation of Internships and Work Placements

ARTICLE 10 – (1) The evaluation shall be performed in accordance with the following principles:

a) Student performance shall be evaluated based on the criteria provided in the evaluation form.

b) The internship and placement examination shall be administered orally or in writing, in order to measure student competencies and knowledge that students acquired during their placement. The examination shall be conducted by a 3-person exam jury consisting of the members of the Practical Training Committee in accordance with Altınbaş University Regulation on Associate-Undergraduate Degree Education and Assessment. At least one professional expert in the relevant field shall be invited as an external member for each exam.

(2) Each internship and work placement will be considered a course and shown on student transcript with the respective course code. Students will be given a letter grade for these courses in accordance with the relevant regulations. No resits will be offered for these courses. The final letter grade will be assigned based on the evaluation of student's internship/work placement logbook, the host organisation's evaluation of student performance, and the results of the written and/or oral exams.

(3) All internships/work placements must be completed by the deadline.

(4) Students are not allowed to change the internship/placement site after the start of the internship/placement without the committee's approval. Subject to the committee's approval, students may be allowed to complete their placements at a new location in the event of a strike, lock-out, fire, bankruptcy, workplace accident, natural disaster, etc.

(5) At the end of internship/work placement, students shall have their Logbooks approved by their host supervisor and submit them to the Dean's Office by the deadline set by the Internship Committee. Internship/Work Placement Logbooks will be reviewed by the Committee. If the result of the review is unsatisfactory, the student will be required to redo his/her internship/placement.

(6) Internship/work placement examination dates shall be set by the Faculty Administrative Board and announced by the Dean's Office at least 1 week prior to the examination.

PART V

Effective Date and Execution

Effective Date

ARTICLE 11 - These Guidelines shall become effective immediately on adoption by the members of Altınbaş University Senate. The Guidelines that were previously in effect have been annulled. The provisions of these Guidelines shall apply to all Altınbaş University students upon adoption.

Execution

ARTICLE 12 - The provisions of these Guidelines shall be executed by the President of Altınbaş University.