BAHÇEŞEHİR UNIVERSITY
FACULTY OF PHARMACY INTERNSHIP DIRECTIVE

CHAPTER ONE

Preliminary Provisions

Purpose

ARTICLE 1 – (1) The purpose of this Directive is to establish the principles governing the compulsory internships that students enrolled in the Faculty of Pharmacy at Bahçeşehir University must complete to develop and reinforce their theoretical knowledge through practical experience.

Scope

ARTICLE 2 – (1) This Directive covers the provisions governing internships conducted within the Faculty of Pharmacy at Bahçeşehir University.

Basis

ARTICLE 3 – (1) This Directive has been prepared pursuant to the provisions of the Bahçeşehir University Regulation on Associate and Undergraduate Education and Examinations and the relevant articles of the Regulation on the Determination of Minimum Training Requirements for Educational Programs in Medicine, Nursing, Midwifery, Dentistry, Veterinary Medicine, Pharmacy, and Architecture, published in the Official Gazette dated February 2, 2008, No. 26775.

Definitions

ARTICLE 4 – (1) The following terms in this Directive refers to:

a) Faculty: The Faculty of Pharmacy at Bahçeşehir University.

b) Faculty Board: The Board of the Faculty of Pharmacy at Bahçeşehir University.

c) Faculty Executive Board: The Executive Board of the Faculty of Pharmacy at Bahçeşehir University.

d) Internship Committee: The committee responsible for coordination among the departments of the Faculty of Pharmacy.

e) Intern: A student undertaking an internship.

f) Internship Evaluation Form: The form used by the relevant host unit to assess the student and the internship work against the relevant learning objectives established by the Internship Committee.

g) Internship Report: The form that students must prepare for each internship in accordance with the relevant learning objectives established by the Internship Committee.

h) Internship Examination Panel: A panel of at least three members established by the Internship Committee to evaluate internships.

i) Compulsory Internship Form: The standard form prepared by the relevant faculty dean’s offices containing information about the student.

CHAPTER TWO

Basic Principles and Rules Governing Internships

Faculty Internship Committee and Its Duties

ARTICLE 5 – (1) The Internship Committee ensures the smooth implementation of this Directive in relation to internships undertaken within the Faculty, makes the necessary arrangements to address problems, and conducts the research needed to ensure that internships are productive.

Internship Durations and Locations

ARTICLE 6 – (1) Internship durations and locations are as follows:

a) Students of the Faculty of Pharmacy must complete at least 130 working days of compulsory internship training.

b) The compulsory internship must be completed during this period at a community pharmacy or in a hospital under the supervision of a pharmacist, at a pharmaceutical manufacturing facility, a medical supply manufacturing facility, a cosmetics manufacturing facility, and/or research and development (R&D) centers associated with these manufacturing fields. Internship locations must be approved by the Internship Committee.

Table 1. Information on Internships at Bahçeşehir University Faculty of Pharmacy

Internship Code	Internship Name	Internship Location	Internship Period	Duration (working days)
PHAR3999	Internship I	Community Pharmacy	Summer of Year 2 (end of Semester 4)	30
PHAR4999	Internship II	Community Pharmacy, Hospital Pharmacy	Summer of Year 3 (end of Semester 6)	30
PHAR5997	Internship III	Community Pharmacy, Hospital Pharmacy, Pharmaceutical Manufacturing Facility, Medical Supply Manufacturing Facility, Cosmetics Manufacturing Facility, and/or R&D Centers Associated with These Manufacturing Fields	Summer of Year 4 (end of Semester 8)	30
PHAR5998	Internship IV	Community Pharmacy, Hospital Pharmacy, Pharmaceutical Manufacturing Facility, Medical Supply Manufacturing Facility, Cosmetics Manufacturing Facility, and/or R&D Centers Associated with These Manufacturing Fields	Year 5 (Semester 10)	40

Internship Applications and Arrangements

ARTICLE 7 – (1) The internship schedule is established by the Internship Committee at the beginning of the academic year and announced to students by decision of the Faculty Board. Internships may be undertaken outside the scheduled dates for valid reasons, subject to permission from the Internship Committee and approval by the Faculty Board.

Internship I: For Internship I (PHAR3999), which lasts 30 working days and is undertaken at a community pharmacy, the student contacts a community pharmacist/pharmacist-in-charge who meets the specified criteria. The internship days and dates must be determined during this discussion. The application documents obtained from the Internship Committee must be submitted to the Committee before the announced deadline, with approval from the host pharmacy.

Internship II: For Internship II (PHAR4999), which lasts 30 working days and is undertaken at a community pharmacy or hospital pharmacy, the student contacts a community or hospital pharmacist/pharmacist-in-charge who meets the specified criteria. The internship days and dates must be

determined during this discussion. The application documents obtained from the Internship Committee must be submitted to the Committee before the announced deadline, with approval from the host pharmacy.

Internship III: For Internship III (PHAR5997), which lasts 30 working days and is undertaken at a community pharmacy, hospital pharmacy, pharmaceutical industry organization, research center, or public institution or organization, the student contacts the pharmacist-in-charge of a community or hospital pharmacy or an authorized representative of a company/institution that meets the specified criteria. The internship days and dates must be determined during this discussion. The application documents obtained from the Internship Committee must be submitted to the Committee before the announced deadline, with approval from the host pharmacy/company/institution.

Internship IV (Workplace Vocational Training): For this internship (PHAR5998), which lasts 40 working days and is undertaken at a community pharmacy, hospital pharmacy, pharmaceutical industry organization, research center, or public institution or organization, the student contacts the pharmacist-in-charge of a community or hospital pharmacy or an authorized representative of a company/institution that meets the specified criteria. The internship days and dates must be determined during this discussion. The application documents obtained from the Internship Committee must be submitted to the Committee before the announced deadline, with approval from the pharmacy/institution. Students must devote at least three full working days per week to the internship and complete the total number of working days specified within the relevant semester.

Internship I, Internship II, and Internship III may be undertaken in Türkiye or, with the approval of the Internship Committee, abroad.

Internship IV must be undertaken within the provincial boundaries of Istanbul.

Internship Implementation and Supervision

ARTICLE 8 – (1) In selecting community pharmacies for internships, the pharmacist must have at least five years of professional experience for internships undertaken as part of the program. Care is expected to be taken to ensure that there is no family relationship between the pharmacist-in-charge of the community pharmacy and the intern. The community pharmacy internship location is determined subject to approval by the Internship Committee.

In selecting hospital pharmacies for internships, the hospital must be an inpatient treatment institution, and at least one pharmacist must be employed in its pharmacy. The hospital pharmacy internship location is determined subject to approval by the Internship Committee.

Industrial internships may be undertaken in production, quality control, R&D laboratories, regulatory approval and reimbursement, and other relevant units in the pharmaceutical, natural products, cosmetics, medical device, food, biotechnology, and radiopharmaceutical industries. Internship locations in public institutions and organizations must be selected in accordance with the learning objectives. Industrial and public sector internship locations are determined subject to approval by the Internship Committee.

Throughout their internships, students must comply with all rules and requirements concerning education at Bahçeşehir University Faculty of Pharmacy. They must also comply with the working hours, safety rules, internal rules, and discipline of their host organizations and exercise care when using any premises, tools, materials, machinery, vehicles, and equipment at the workplace. Students bear full responsibility for any consequences arising from failure to fulfill these obligations.

To ensure that internships are conducted in accordance with their purpose and applicable rules, members of the Internship Committee monitor students by contacting their host organizations and obtaining information about them.

Internships completed in whole or in part by students transferring to the Faculty while enrolled at their previous higher education institutions may be recognized, subject to a favorable recommendation from the Internship Committee and approval by the Faculty Board.

Internship Attendance, Excused Leave, and Exceptional Circumstances

ARTICLE 9 – (1) Attendance at internships is compulsory.

(2) Students are entitled to absences not exceeding 10% of the internship duration. Any use of this absence allowance must be reported to the authorized person at the pharmacy, hospital, institution, or organization.

(3) The Internship Committee and the responsible faculty members may conduct internship inspections at such intervals and for such durations as they deem appropriate. If a student is found to be absent from the internship location without a valid excuse on two inspections and this is documented in an official report, the student is deemed to have failed to meet the attendance requirement, and the internship is invalidated.

(4) Internships must be completed at the location where they began, except for valid reasons accepted by the Faculty Executive Board. Where deemed necessary, the internship location may be changed by decision of the Faculty Executive Board.

Internship Evaluation

ARTICLE 10 – (1) Once the student's internship location has been finalized, the Dean's Office sends an Internship Evaluation Form to the relevant host unit. At the end of the internship, the form is signed by the person in charge of that unit and submitted confidentially to the Dean's Office in a sealed envelope by the specified date.

(2) Students must prepare an Internship Report for each internship in accordance with the relevant learning objectives established by the Internship Committee. Each page of these reports must be approved by the person in charge of the relevant host unit through a stamp and signature. Internship reports must be submitted to the Dean's Office by the date specified in the internship schedule. If a student fails to submit the internship report by that date, the internship for the relevant term is invalidated.

(3) Internships are evaluated by an Internship Examination Panel of at least three members established by the Internship Committee, in accordance with the Bahçeşehir University Regulation on Associate and Undergraduate Education and Examinations. The evaluation must be announced at least seven days in advance.

(4) Community pharmacists, public sector pharmacists, and representatives of the pharmaceutical/cosmetics industries may also be invited to serve on the Internship Examination Panel upon the recommendation of the Internship Committee.

(5) Internship courses are evaluated using the following weighting: 25% for the grade awarded by the pharmacist-in-charge of the host pharmacy/authorized hospital pharmacy representative/authorized pharmaceutical industry representative; 25% for the internship report grade; and 50% for the grade awarded by the Internship Examination Panel for the oral/written examination. To pass the relevant internship course, students must obtain a total evaluation score of at least 70. Results are assessed and announced as "Pass" or "Fail."

(6) A student who submits an internship report but does not take the internship examination is deemed to have failed.

Occupational Accident and Occupational Disease Insurance

ARTICLE 11 – (1) For students undertaking internships in Türkiye, Bahçeşehir University arranges Occupational Accident and Occupational Disease Insurance and pays the insurance premiums based on the Compulsory Internship Form, pursuant to Article 5(b) of Law No. 5510.

(2) For internships abroad approved by the Faculty Executive Board, Occupational Accident and Occupational Disease Insurance is the student's responsibility.

CHAPTER THREE

Miscellaneous and Final Provisions

Final Provisions

ARTICLE 12 – (1) In matters concerning internships not covered by this Directive, the provisions of the Bahçeşehir University Regulation on Associate and Undergraduate Education and Examinations apply.

(2) In cases not covered by these procedures and principles, the Bahçeşehir University Faculty of Pharmacy Internship Committee and the relevant Faculty boards make decisions in accordance with the applicable regulations/directives.

Enforcement

ARTICLE 13 – (1) This Directive shall enter into force on the date of its approval by the Senate of Bahçeşehir University.

Execution

ARTICLE 14 – (1) This Directive shall be executed by the President of Bahçeşehir University.

Senate Meeting at Which the Directive Was Issued	
Date	**Decision No.**
June 14, 2024	2024/08/10
Board of Trustees Approval Adopting the Directive	
Date	**Decision No.**
June 14, 2024	90/1