# Internships Abroad

**Application Procedure and Required Documents**

**BAU School of Medicine**

This guide explains how to apply for an internship abroad, which documents you need, the rules for your year of study, and the requirements for academic recognition upon your return.

## 1. Before You Apply

- **Host institution eligibility:** The host institution's Times Higher Education or QS ranking must be equivalent to or higher than BAU's ranking for the year of application. Institutions outside these rankings but recognized in their fields will be evaluated by the committee. Applications that do not meet these criteria will not be considered.
- **University affiliation:** The host department must be affiliated with a university, as confirmed in the acceptance letter.
- **Schedule compatibility:** Internship dates must align with the Faculty's academic calendar. Overlapping or conflicting schedules will not be approved.
- **Curriculum equivalence:** Each application is reviewed individually by the Faculty Board. Approval depends on academic and structural equivalence with the BAU curriculum.

**Important: Observership programs are not accepted. You must receive official Faculty approval before starting your internship.**

### Good Academic Standing Letter

If you request a Good Academic Standing letter, it will be issued only if you meet both of the following criteria:

- A cumulative GPA of 2.75.
- No history of disciplinary action.

## 2. Apply Step by Step

**1.** Find an eligible host institution and check that the dates are compatible with the Faculty's academic calendar.

**2.** Obtain an acceptance letter meeting all the requirements in Section 3.

**3.** Complete the application form available on the Faculty website.

**4.** Email the completed form and acceptance letter to ogrenci.isleri@med.bau.edu.tr at least 4 weeks before the anticipated start date of the elective.

**5.** Wait for review and official approval. An official confirmation email will be sent when your application is approved.

Applications are reviewed by the Committee of National and International Education Exchange Programs and the relevant Faculty bodies. Late applications may not be considered; late submission may delay processing or result in disqualification.

## 3. Required Documents Before the Internship

Submit both documents below with your application.

### Application Form

Complete the "Registration Form for a Clinical Elective Course at Another School or Institution" in full. The form is available on the Faculty website:

https://bau.edu.tr/content/15244-forms

### Acceptance Letter

Obtain an acceptance letter issued by the Head of the Department or the academic supervisor at the host institution. It must be printed on official institutional letterhead and bear the original signature of the Head of the Department or academic supervisor.

Before submitting the letter, check that it includes all of the following:

☐ Your full name and surname.

☐ Confirmation of your acceptance into the specified department.

☐ The internship start and end dates and daily working hours.

☐ Confirmation that the department is affiliated with a university.

☐ The academic supervisor's full name and contact information.

☐ A detailed description of your responsibilities and obligations during the internship.

**Important: Observership programs will not be accepted. Check every item before submission to avoid delays or rejection.**

## 4. Rules According to Year of Study

| Year | Elective clinical internships | Compulsory clinical internships |
|---|---|---|
| 4th | May be completed abroad in accordance with the academic calendar. | May be completed abroad within student exchange programs. Relevant department approval and a Faculty Board of Directors decision are required. See the credit recognition requirements below. |
| 5th | Must follow the academic calendar and be completed in two separate rotations of 15 days each. | May be completed abroad within student exchange programs. Relevant department approval and a Faculty Board of Directors decision are required. See the credit recognition requirements below. |
| 6th | Take place in June and must be completed in two separate rotations of 15 days each. | Relevant departments may request detailed program content. A failed compulsory clinical internship at BAU must be repeated at BAU. |

### Credit Recognition for 4th and 5th Year Compulsory Internships

You must submit documentation showing the course content and examination grades. Credit recognition requires approval from the relevant department and a decision of the Faculty Board of Directors.

### Additional Conditions for 6th Year Students

- The total duration of internships completed abroad must not exceed one-third of the 12-month internship period. Applications exceeding this limit will not be considered.
- Keep comprehensive descriptions of compulsory internship programs available in case the relevant BAU departments request them.
- If you fail a compulsory clinical internship at BAU, you cannot repeat it at another institution. You must repeat it at BAU in accordance with internal policies.

## Special Provision for Research Internships

The Faculty Board has revised the implementation principles for the provision allowing students accepted to work in research laboratories at a research or educational institution abroad on the date of the course board final exam to be exempted from that exam.

The exemption applies under both of the following conditions:

- The average grade of the course committees is 80 or above.
- The internship is part of a scientific research project.

## 5. After the Internship

Complete the checklist below upon your return. All required original documents must be submitted to the Student's Office.

**Academic recognition: Your internship or clerkship will not be transferred to your academic record unless all required documents are submitted and the post-internship presentation is completed.**

### Documents According to Internship Type:

**Compulsory internships for 6th year students**

☐ Submit the relevant logbook, fully completed and signed with a wet signature by the host academic advisor.

**Elective internships for 4th 5th and 6th year students**

☐ Submit the evaluation form, fully completed and signed with a wet signature by the host academic advisor. The form is available at https://bau.edu.tr/content/15244-forms.

☐ Submit an official internship completion letter on the host institution's letterhead, confirming that you completed the internship at that institution during the specified dates.

**Compulsory internships for 4th and 5th year students**

☐ Submit documentation of course content and examination grades for credit recognition, as described in Section 4.

### Travel Documents Required for All Students

☐ Submit your boarding passes.

☐ Submit passport entry and exit stamps or official e-Devlet documentation showing the dates of entry to and exit from the host country.

These documents verify the actual duration of your internship period abroad.

### Presentation Required for All Students

☐ Prepare and deliver a presentation to the Department of Medical Education/Relevant departments upon re

**Important: Students who do not complete the required post-internship presentation will not receive academic credit for the courses or clerkships completed abroad.**

Your presentation must include both components:

- Experience reflection: Briefly introduce the clinical department and host institution, and reflect on the educational and clinical experiences gained.
- Case presentation and reflection: Present a clinical case encountered during the internship, including your reflections on the case and what you learned.

### Final Submission

☐ Submit all required original documents to the Student's Office and complete your presentation to enable academic recognition and course or clerkship transfer.