### **APPLICATION PROCEDURE AND REQUIRED DOCUMENTS** **FOR INTERNSHIPS ABROAD**

**University Ranking Requirement**

Applicants must ensure that the host institution’s academic ranking (as per **Times Higher Education** or **QS Rankings**) is equivalent to or higher than that of our university for the year of application. Applications to institutions outside these rankings but recognized in their fields will be evaluated by the committee. Applications to institutions not meeting these criteria will not be considered.

**Application Submission and Approval:**

Send the completed application form along with the acceptance letter to [electivesabroad@bau.edu.tr](mailto:electivesabroad@bau.edu.tr). The documents must be submitted **at least 4 weeks** before the anticipated start date of the elective. **Applications submitted after this deadline may not be considered for evaluation. Late submissions risk delays in processing and may result in disqualification.**

Applications will be reviewed by the Committee of National and International Education Exchange Programs and the Faculty Committee of the BAU School of Medicine. An official confirmation email will be sent to students upon approval of their application.

**Important: Students are strictly prohibited from commencing their internship prior to receiving official approval from the faculty.**

### **Required Travel Documents**

Students participating in educational activities abroad are required to submit proof of entry to and exit from the host country. These stamps serve as official documentation confirming the duration of stay in the host country. Upon returning from abroad, students must submit:

* Boarding passes
* Passport stamps or E-devlet (E-Government) documentation showing dates of entry and exit to the country.

The relevant documents must be submitted to the Student’s Office upon your return. Failure to provide these documentations result in the internship period not being officially recognized.

**Good Academic Standing Letter Requirements**

The 'Good Academic Standing' letter requested by students will be issued only to those who meet the criteria specified below. The respective student;

* Maintains a cumulative 2.75 GPA
* Does not have any history of disciplinary action

**Required Documents for Application**

1. **Application Form**

The form is available on the faculty website and must be completed in full *(link for the document : Registration for Clinical Elective at Another School or Institution).*

1. **Acceptance Letter**

Students must obtain an acceptance letter issued by the Head of the Department or academic supervisor of the host institution.

**Requirements for the Acceptance Letter:**

The letter must be printed on official letterhead paper of the institution and must contain the original signature of the head of the department or academic supervisor. The acceptance letter should clearly include the following information:

* Full name and surname of the student.
* A statement confirming the acceptance of the student into the specified department.
* The beginning and ending dates of the duration and daily working hours.
* A statement confirming the department’s affiliation with a university
* Academic supervisor’s name-surname and contact information
* A detailed description of the student’s responsibilities and obligations during the internship. *(Note: Observership-only programs will not be accepted)*

Students are advised to ensure all the above criteria are met when obtaining their acceptance letter to avoid delays or rejection in the approval process.

**Permission and Approval Process**

**Schedule Compatibility**: Internship dates must align with the faculty’s academic calendar. Overlapping or conflicting schedules will not be approved.

**Affiliation Requirement:** Internships must be conducted within the eligibility criteria stated

above.

Applications are evaluated individually for each student by the Faculty Board. Applications are individually reviewed by the Faculty Board. Approval is contingent upon academic and structural equivalence with our curriculum.

**Internships in the 6th Year**

**Maximum Duration:** Internships in the 6th year completed abroad must not exceed one-third of the total 12-month period. Applications exceeding this limit will not be considered.

**Elective Clinical Internships in the 6th Year**

* Elective internships take place in May and June, completed in 4 separate rotations of 15 days each.

**Compulsory Clinical Internships in the 6th Year**

* For compulsory internships, detailed information about the content of the program may be requested by the relevant departments of our faculty. Students are advised to ensure that comprehensive course descriptions are available if needed.
* If a student fails a compulsory clinical internship at our faculty, it cannot be repeated in a different institution. Repetition must occur within our faculty according to internal policies.

**Internships in the 4th and 5th Year**

**Elective Clinical Internships in the 4th and 5th Year:** Students can complete their elective clinical internships abroad in accordance with the academic calendar.

**4th and 5th Year Compulsory Clinical Internships:** Compulsory clinical internships can be completed abroad within the scope of student exchange programs with the approval of the relevant department and the decision of the Faculty Board of Directors. The student must submit a document showing the course content and exam grades of these courses. The approval of the relevant department and the decision of the Faculty Board of Directors are required for the acceptance of the credit.

### **Evaluation and Post-Internship Requirements**

Upon completing the internships abroad, students are responsible for the following academic and administrative steps to ensure proper credit and assessment:

**For Compulsory Internship Courses (6th Year Students):** The logbook must be completed and

signed with a wet signature by the host academic advisor

**For Elective Courses (4th, 5th and 6th Year Students) :** The evaluation form available on the faculty website must be completed in full and signed with a wet signature by the host academic advisor. In addition to the evaluation form, students are required to submit an official letter on the host institution's letterhead confirming that they completed their internship during the specified dates.

**Document Submission Upon Return**

Students must submit the original, signed hard copies of all relevant documents—logbooks, evaluation forms, travel documentations and any assignments—to the Student’s Office upon return from their internship. Failure to submit the required documents may result in your internship not being recognized for academic credit.

**Important Announcement: Change Regarding Final Exam Exemption**

The implementation principles of the provision stating that “**Students who are accepted to work in the research laboratories of a research or educational institution abroad on the date of the course board final exam may be exempted from the final exam”** has been revised with the approval of the Faculty Board.

The exam exemption is valid under the following conditions:

* The average grade of the course committees must be 80 or above
* The internship should be a part of a scientific research project