

T.C.
HALIC UNIVERSITY
FACULTY OF HEALTH SCIENCES
PRACTICAL COURSES and INTERNSHIP PROCEDURES and PRINCIPLES

PART ONE
Purpose, Scope, Basis, and Definitions

Objective

ARTICLE 1- (1) These procedures and principles determine the principles to be followed regarding the basic rules regarding the planning, execution, and evaluation of the Faculty of Health Sciences vocational applied courses and internships.

Scope

ARTICLE 2- (1) With practical and internship courses, it is aimed that students can apply the knowledge and skills they have gained in theoretical and practical courses in the working environment, learn their professions (duties, responsibilities, working areas, and working techniques, etc.), and have knowledge and skills on the difficulties and solutions faced by professional staff. For this purpose, these procedures, and principles; cover the duties and the principles and rules to be followed regarding the planning, execution, and evaluation activities of the applied courses and internships that students must do at Haliç University Faculty of Health Sciences.

Basis

ARTICLE 3- (1) These procedures and principles have been prepared based on the "Higher Education Council Law" dated 14/11/1981 and numbered 2547, the "Framework Regulation on Applied Trainings in Higher Education" dated 17.06.2021 and numbered 31514, the "Regulation on the Procedures and Principles of Occupational Health and Safety Trainings of Employees" published in the Official Gazette dated 15.05.2013 and numbered 28648, the "Republic of Turkey Presidential Human Resources Office Internship Mobilisation Implementation Directive" and the "Haliç University Associate and Undergraduate Regulations".

Definitions

ARTICLE 4- (1) In this Regulation;

- a) Department: Departments affiliated to Haliç University Faculty of Health Sciences,
- b) Department Head/Chairmanship: Haliç University Faculty of Health Sciences relevant department head/chairmanship,
- c) Department Board The relevant department board of the Faculty of Health Sciences at Haliç University,
- d) Dean/Dean's Office: Haliç University Faculty of Health Sciences Dean/Dean's Office,
- e) Faculty: Haliç University Faculty of Health Sciences,

- f) Faculty Board of Directors: Haliç University Faculty of Health Sciences Board of Directors,
- g) Intern Practicum: Haliç University Faculty of Health Sciences, Nursing, and Midwifery departments within the scope of the intern practice courses in the curriculum,
- h) Working day: The working day, which is the day designated by law to be worked, excluding holidays,
- i) Employer: The employer or his/her representative who accepts the practical course or internship,
- j) Student: A student enrolled at Haliç University Faculty of Health Sciences,
- k) Internship: Apart from the theoretical and practical courses given in higher education institutions and determined specifically for the programme, the vocational work that students do in enterprises to improve their professional knowledge, skills, attitudes, and behaviors, to get to know the sector, to adapt to business life, to gain experience and to grow in real production and service environment,
- l) Applied Course: Within the scope of the courses belonging to the diploma programme in an education and training period, the course that provides the development of knowledge, skills, and competencies of the students by taking part in the applications in the application areas of the higher education institution, enterprises or service areas, under the responsibility of the instructor or instructors of the relevant course, not within the scope of vocational training or internship in the enterprise,
- m) Applied Course/Internship Supervisor: The instructor who prepares the information packages of the course and enters the grades into the system at the end of the practice/internship, who is responsible for the relevant practice or internship,
- n) Applied Education Commission: The commission, which is determined by the head of the department every year and consists of 3 lecturers,
- o) Applied Trainings and Internship Coordination Office: Haliç University's coordinatorship responsible for the planning, execution and coordination of applied trainings and internships,
- p) Applied Course/Internship Coordinator: For the departments of Nutrition and Dietetics and Physiotherapy and Rehabilitation, the relevant professional staff (dietician/physiotherapist) working in the institution/organisation where the application or internship will be carried out, who has professional competence, who assigns, trains and supervises the student in the unit where the application is carried out; For the departments of Nursing and Midwifery, the lecturer who has been assigned an official course assignment in the execution of the application,
- q) University: Haliç University,
- r) YÖK: It refers to the Council of Higher Education.

PART TWO

General Provisions

Necessity

ARTICLE 5- (1) Haliç University Faculty of Health Sciences students are obliged to carry out their applied courses and internships in the institutions deemed appropriate

by the Head of the Department in which they are students in accordance with the provisions of these procedures and principles, under the supervision of the lecturers responsible for the applied course/internship and/or the applied course/internship coordinator at the institution where the applied course/internship will be held.

Preconditions

ARTICLE 6- (1) Before starting practical courses and internships, students must complete "Occupational Health and Safety Training" and document the valid certificate.

ARTICLE 7- (1) In order for students with the status of 'international student' who enrolled in the English programme to be able to select and carry out applied courses/internship/internship practice courses, they must submit the B2 level Turkish Proficiency Certificate obtained from the centers providing Turkish education accepted by YÖK to the Department Head. Students who do not/cannot submit the Turkish Proficiency Certificate at B2 level cannot choose and carry out the practice/internship/internship courses where contact with the patient will take place. It is the student's responsibility to document Turkish proficiency at B2 level.

ARTICLE 8- (1) Haliç University Faculty of Health Sciences students must meet the preconditions for course success and attendance determined by the Head of the Department they are a student of and presented in Annex 1 to be able to select and carry out the practice and internship courses. Students who do not meet the specified preconditions cannot select and conduct practice/internship/internship courses.

Occupational Health and Safety Training Certificate

ARTICLE 9- (1) Pursuant to Article 7 of the "Regulation Amending the Regulation on the Procedures and Principles of Occupational Health and Safety Training of Employees", occupational health and safety courses completed during the training period in accordance with the hazard class of the health facility where the student will do practice or internship are accepted as "Basic Occupational Health and Safety Training" by the employer.

Documents for Starting Applied Classes and Internships

ARTICLE 10- (1) The student is obliged to have an Occupational / Periodic Examination within the scope of the "Occupational Health and Safety Law" No. 6331 and to fill out the Occupational / Periodic Examination Form within the scope of the "Occupational Health and Safety Law" No. 6331 and to submit the originals of the required analysis and examination documents to the relevant institution or organisation where the student will practice / internship.

Standard required examinations in this context;

1. Reported chest X-ray,
2. Haemogram,
3. Eliza (HbsAg, AntiHbs, Anti HCV, Anti-HIV)
4. Biochemistry (primarily AST, ALT, FBG, Creatinine, Urea),

The unit to which the student will be assigned, the right to make changes in line with the special risks of the health facility or the opinion of the physician and to request additional

examinations are reserved.

Insurance

ARTICLE 11- (1) Article-25 of the Vocational Education Law No. 3308, (Amended: 2/12/2016- 6764/45 Art.)

The insurance premiums of candidate apprentices, students undergoing vocational training in enterprises and students who are subjected to internship, complementary education or field training while studying in vocational and technical secondary education schools and institutions shall be covered from the appropriation placed in the budget of the Ministry and the universities to which vocational and technical higher education institutions are affiliated.

ARTICLE 12- (1) Within the scope of Social Security and General Health Insurance Law No. 5510, Labour Law No. 4857, and Vocational Education Law No. 3308 Article-25, Amended: 2/12/2016-6764/45 Art.) and related legislation, the employer / employer's representative is responsible for occupational accidents and occupational diseases that may occur due to the fault of the workplace during the training of the student.

Applied Course and Internship Institution

ARTICLE 13- (1) Students complete their practical courses or internships in health-related institutions/organisations recommended by the Head of Department and/or approved by the Head of Department in accordance with the provisions of these procedures and principles.

ARTICLE 14- (1) Within the scope of the "Presidential Internship Mobilisation" for applied courses and summer internship, students can do their practices in domestic or foreign public / private institutions, organisations, and workplaces, including the relevant academic or administrative units, laboratories, workshops, and application centres of Higher Education Institutions where their professions are applied.

Student Responsibilities

ARTICLE 15- (1) During the practical course or internship, the student is required to wear clean and ironed clothes determined by the department in accordance with the YÖK dress code. In addition, this situation may vary according to the characteristics and rules of the place or field where the practical course or internship is carried out. During the practical course or internship, in addition to field-specific knowledge, skills and practices, general behaviour, appearance and clothing will be monitored and evaluated.

ARTICLE 16- (1) All responsibilities stated below belong to the student and the student who fails to fulfil his/her responsibilities shall be dealt with in accordance with the provisions of Article 54 of the Higher Education Law No. 2547 titled "Disciplinary Affairs of Students".

- a. The student must comply with the practical course and internship programme prepared by the department. Students cannot change the practical course and internship period and the institution without the approval of the Head of Department.
- b. The student is obliged to perform the duties required by the applied course and

- internship in a timely and complete manner.
- c. Each student doing practice and internship is obliged to comply with the working and safety rules of the institution where the practice or internship is carried out and to use the space, tools, and equipment carefully.
 - d. In cases where the student cannot continue the practice or internship for any reason, and must terminate the practice or internship, he / she must inform the Head of Department.

Required Documents

ARTICLE 17- (1) The student is obliged to submit the documents notified by the Applied Education Commission to the department and the Applied Trainings and Internship Coordinatorship until 5 (five) working days before starting the practice or internship at the latest. The relevant documents may vary by the institution or organisation where the practice or internship is carried out. The student is obliged to provide all the necessary documents and the student who does not submit them by the deadline cannot start the practice or internship and will fail the practice or internship.

PART THREE

Applied Course/Internship Duration, Attendance, Excuse and Leave

ARTICLE 18- (1) Each student must do the practice and internship in the periods and dates determined by the Department Head. Application and internship start, and end dates are determined by the department board every year and announced to the students. The student can do practice and internship outside the specified dates for valid reasons depends on the permission of the department board. Additional practice and summer internship periods determined specific to the departments are specified in Annex 1.

ARTICLE 19- (1) Attendance to practical courses and internships is compulsory. Students who cannot attend the practical course and internship for any reason must document their excuse. In practical courses and internships, in cases of absenteeism requiring compensation, the excuses must be submitted to the practical course / internship supervisor. Students whose excuses are accepted by the applied education commission and / or the applied course / internship supervisor are given the right to make up. Students who have absences that require compensation in practices and internships must make up for the time they are absent to receive their success grades. Compensation is carried out under the supervision of the practical course / internship supervisor. The student is also obliged to document the make-up application / internship with stamp and signature by the applied course / internship coordinator. The student who does not make up or who is absent will fail the practice / internship with a grade of "DZ" (which means student is absent) and repeat the practice / internship.

SECTION FOUR

Measurement and Evaluation

Applied Course and Internship Grade

ARTICLE 20- (1) Practical course and internship success evaluation and grading are carried out in accordance with Haliç University Associate and Undergraduate Regulations.

In the evaluation and grading, application file/report/form evaluation grade, and/or applied course/internship instructor evaluation grade, and/or oral exam grade and/or written exam grade evaluations are used. The success evaluation and grading method used by each department is given in Annex 1.

Objection to Applied Course and Internship Results

ARTICLE 21- (1) Students make their objections to the results of practical courses and internships with an official petition to the Department Head within five (5) working days at the latest after the results are announced. These objections are reviewed by the Practical Trainings Commission and only if there is a material error, the necessary grade correction is made. The grade is not changed for any other reason.

Repetition of Applied Course and Internship

ARTICLE 22- (1) At the end of the practical course and internship, the student who fails, is absent or whose excuse for absence is not accepted repeats the practical/internship.

SECTION FIVE

Duties of Persons Related to Clinical Practice/Internship

ARTICLE 23- (1) The duties of the persons related to the applied course/internship are presented below.

a. Head of Department: The highest-level authority and manager of the organisation of practice and internship. He/she may delegate this authority to the Deputy Head of Department related to education.

The duties of the Head of Department are as follows:

- To take the necessary precautions for the complete execution of practice and internship training,
- To appoint and supervise the Applied Trainings Commission.

b. Practical Trainings and Internship Coordination Office: The procedures and principles regarding the responsibilities of the application and internship coordinatorship are stated below:

- Ensures that the application and internship area is determined in accordance with the purpose of the relevant course and coordinates correspondence with institutions.
- It ensures that the rotation lists prepared by the departments of the students who will do practice and internship are officially sent to the relevant institutions.
- When necessary, it cooperates with institutions to provide orientation training for students in the field of practice/internship.
- Before the students start their practice and internship, they make their occupational accident and safety insurances and solve the related problems, if any.

c. Applied Course/Internship Supervisor: One of the lecturers in the education programme is assigned by the Head of the Department as the clinical practice supervisor of that programme.

The duties of the Applied Course / Internship Supervisor are as follows:

- To prepare application/internship plans,
- To guide, direct, supervise and evaluate the student during the application / internship,
- To help students in solving their problems in practice/internship areas.

d. Applied Course / Internship Coordinator: For Nutrition and Dietetics and Physiotherapy and Rehabilitation departments, the relevant professional staff (dietician / physiotherapist) working in the institution / organisation where the application or internship will be carried out, who has professional competence, who assigns, trains and supervises the student in the unit where the application is carried out; For Nursing and Midwifery departments, the instructor is assigned as the applied course / internship coordinator by the Department Head.

The duties of the Applied Course / Internship Coordinator are as follows:

- To make the applications / internship in accordance with the legislation of the institution, working and safety rules, order and discipline and professional ethical principles,
- To ensure that the application / internship is carried out in line with the aims and objectives of the course and to participate in the evaluation of the success of the application,
- Organising and participating in meetings such as preparation meeting, seminar, orientation programme etc. before practice/internship,
- Recognises the application / internship area for which he / she is responsible, to make arrangements to facilitate clinical education and student adaptation,
- To identify and solve the problems that may prevent the healthy execution of the application / internship,
- In accordance with the occupational health and safety law, to follow the first health intervention of the student in the case of piercing cutting tool injuries, to fill in the documents of the institution where the application is made in terms of occupational accident and to notify the internship coordinator,
- To evaluate students' knowledge, skills, and attitudes/behaviours towards professionalism during the practice, to keep the necessary records,
- To provide appropriate learning opportunities and guidance for students to acquire professional behaviours in their professional practices,
- To follow the attendance status of students,
- To evaluate and grade the homework of the students, to fill in the student practice / internship evaluation form, to follow the signature sheets and to deliver them to the instructor of the course.

e. Applied Trainings Commission The commission consists of 3 people. Commission members are determined by the Head of the Department every year.

The duties of the Practical Trainings Commission are as follows:

- If necessary, to determine practice/internship locations and dates
- To approve petitions,
- Follow-up,
- To control official correspondence for practice/internship areas

- To evaluate the results of practical course/internship
- To inform the Head of Department.

SECTION SIX

Miscellaneous and Final Provisions

ARTICLE 24- (1) Issues not covered in these procedures and principles are decided by the Faculty Administrative Board upon the recommendations of the practical course and internship supervisors in accordance with the "Haliç University Associate and Undergraduate Education and Training Regulations".

Enforceability

ARTICLE 25- (1) These procedures and principles shall enter into force on the date of publication.

Execution

ARTICLE 26- (1) These procedures and principles are executed by Haliç University Faculty of Health Sciences.

ANNEX: Applications specific to the departments of Faculty of Health Sciences

	MIDWIFERY	NUTRITION AND DIETETICS (TURKISH/ENGLISH)	PHYSIOTHERAPY AND REHABILITATION (TURKISH/ENGLISH)	NURSING (TURKISH/ENGLISH)
Prerequisite	<p>* In the midwifery department, the student who fails the applied course taken in the autumn term in each class (1st, 2nd, 3rd, and 4th) cannot take the applied course in the spring term, which is the continuation of the course. Practical courses in the autumn and spring semesters at the same grade level are prerequisite with each other.</p> <p>* (1) Students who have taken and succeeded in all applied courses of the first, second, third (1st, 2nd, 3rd) year of midwifery undergraduate programmes can take Integrated Practice in Midwifery I and II courses in the fall and spring semesters of the fourth (4th)</p>	<p>Internship courses cannot be taken without taking Principles of Nutrition I and II, Clinical Nutrition I and II, Clinical Nutrition Practice I and II, Child Nutrition, Child Nutrition Practice, Nutrition in Child Diseases, Nutrition Practice in Child Diseases, Food Systems Management I and II.</p>	<p>* Preconditions for the second-year summer internship:</p> <ul style="list-style-type: none"> -To have fulfilled the attendance requirement for Anatomy I course -To have successfully completed the Assessment and Evaluations in Physiotherapy and Electrotherapy I course in Physiotherapy Rehabilitation, -Basic Exercise Applications and Electrotherapy II course is to be selected. <p>* Preconditions for the third-year summer internship:</p> <ul style="list-style-type: none"> - To have successfully completed the second-year summer internship, - To have selected all the compulsory courses of the fifth semester and to have successfully completed at least three compulsory courses of the relevant semester. <p>* Preconditions for fourth year</p>	<p>* Internship is a process consisting of one semester and applied to 8th semester students who have taken all courses. Students who do not take all the practical courses in the curriculum of the nursing department and who are not successful in these courses cannot take the internship course.</p> <p>Nursing (Turkish) department students cannot take other applied courses without taking the Nursing Principles course given in the 1st year spring term.</p> <p>*Nursing (English) department students cannot take applied courses without taking Fundamental Nursing course.</p> <p>*Summer internships must be</p>

	year.		<p>clinical practice courses</p> <ul style="list-style-type: none"> -To have successfully completed the anatomy I course, -To have successfully completed the second- and third-year summer internship, - To have selected all the compulsory courses of the sixth semester and to have successfully completed at least three compulsory courses of the relevant semester. -Take all the third-year compulsory courses or take at most two field courses with attendance requirement together with clinical practice during the semester. -Students who are required to attend three or more courses other than fourth year courses will not be able to choose clinical practice courses. -Students who do not take clinical practice courses; will not be able to choose the "Graduation Project" and "Case Study" courses of the relevant semester. 	<p>taken during the term. If the student who has passed to the next grade has not taken the summer internship of the lower semester, he / she can take the summer internship. The student in the lower class cannot take the upper-class summer internships without doing the internship of the current class.</p> <p>* Each summer internship is 20 working days. 1 working day is considered as 8 hours.</p>
Clinical Practice and Summer Internship	* Integrated practice I education consists of 24 hours of practice (3 days) and 3 hours of theory per week in the autumn semester of the	* Nutrition in Pediatric Clinics, Nutrition in Adult Clinics, Mass Nutrition Systems Internships, each of which will be opened in 2 semesters (autumn and spring), students will take 2	* Each student must do clinical practice in the periods and dates shown by the Department of Physiotherapy and Rehabilitation. The start and end dates of clinical	* Applied courses are held during the periods specified in the course programme. - The total number of practice

<p>Duration</p>	<p>4th grade, and integrated practice II education consists of 16 hours (2 days) of practice and 4 hours of theory per week in the spring semester. To ensure the integrity of integrated practices and to prevent the student's accumulation in the application area, depending on the status of the application area, the student can be rotated in the delivery room and obstetrics clinics, neonatal / pediatric clinics in public or private hospitals as daytime practice at times determined by the Head of the Department of Midwifery during the semester.</p> <p>* The duration of the Summer Internship is 4 weeks (40 hours/week - 20 working days) totalling 160 hours.</p>	<p>internship courses in accordance with the curriculum they are subject to. They will go to internship places in 7–8-week periods.</p> <p>* Elective internship; At most 2 times in the same internship place and 2 times elective internship can be done outside the city, if it is education research hospitals, state hospitals. Students may be given the opportunity to do more than 2 internships in line with the approval of the Department Head.</p>	<p>practice are determined by the department board every year and announced to the students. The student's clinical practice outside the specified dates for valid reasons depends on the permission of the department board. Second- and third-year summer internships are 20 working days, and each clinical practice rotation of the senior year is 16 working days. The daily working time for clinical practice is determined by the practice coordinator according to the working hours of the institution where the student practices. The working time in practices cannot be less than 6 hours per day.</p> <p>* The student can do a maximum of two clinical practice rotations in the same institution.</p>	<p>hours of the course is calculated by multiplying by the number of weeks in a semester.</p> <ul style="list-style-type: none"> - Applied courses are held between the dates and hours determined by the instructor in charge of the course as included in the weekly course programme. - Summer internship dates are made in semesters on the dates determined by the relevant health institutions. - Each working day of the student in applied courses and summer internships is 8 (eight) hours.
<p>Evaluation and Grading of Clinical Practice and</p>	<p>* The midterm grade of the student; It is determined by the average of the clinical application forms prepared</p>	<p>* The success of the students is evaluated with the grades in the Haliç University grading system, considering the clinical,</p>	<p>* The student must submit the official document stating that he / she has completed the clinical practice to the Clinical Practice</p>	<p>* Interns, to make the applications to be determined by the departmental board at the beginning of each</p>

<p>Summer Internship</p>	<p>and presented by the student and the average of the exam grade. The student's year-end grade is determined by the average of the clinical practice grade and the written exam grade based on the student evaluation form given by the responsible lecturers and the responsible midwife / nurse at the end of the clinical practice.</p> <p>* Evaluation of summer internship is done by entering YT (Sufficient) or YZ (Unsatisfactory) at the end of the internship because of the evaluations of the relevant instructors in accordance with the attendance chart sent by the relevant nurse / midwife with a closed envelope from the institution where the student does summer internship.</p>	<p>outpatient clinic studies, case presentations, patient diets, communication with patients and oral and / or written exam results under the supervision of internship counsellors. The contribution of the grades taken by the student from the practices during the internship period to the final grade is 15%, and the contribution of the oral and / or written exam is 60%. At the end of each internship, the contribution of the internship report to be presented by the student is 20% and the contribution of the department counsellor's grade is 5%. The passing grade for each internship course is 50.</p> <p><i>Principles and principles of report preparation:</i> The reports to be prepared about the working order of the hospital or institution will be submitted to the supervisor of the relevant internship at the end of the internship until the internship exam period. Internship reports should consist of the following</p>	<p>Commission in a sealed envelope, stamped and sealed within 5 (five) working days at the latest after the end of the clinical practice. The end of summer internship documents must be submitted no later than ten (10) working days before the start date of the next academic year published in the academic calendar. Clinical practice documents are approved by the Clinical Practice Commission. Documents that are not submitted as required are not accepted by the Clinical Practice Commission. In cases where the student fails, he / she must repeat the clinical practice. The final clinical practice grade consists of 50% of the clinical practice instructor grade and 50% of the clinical practice notebook grade graded by the Clinical Practice Commission. Both grades are given out of 100 (one hundred) points and the success of the clinical practice is determined by the final score. In the grading of the clinical practice notebook, 5 (five) cases that the student follows in the institution where he / she practices and writes in his / her notebook are taken into</p>	<p>academic year in the field of practice, to prepare a report showing the follow-up of the patient from hospitalisation to discharge</p> <p>* The success of the students in this period is evaluated at the end of the work done in the internships, clinic, outpatient clinic, laboratory and field studies, the patient care plan they write, their shifts, the seminars they attend, their success in clinical meetings and their relations with the staff are evaluated separately.</p>
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