

Karabük University

Health Faculty and Health Care Occupation Faculty

Annual Practices and Summer Internship Directions

First Section

Purpose, Extent, Foundation and Definitions

Purpose

Article 1: The purpose of the direction is to arrange the basic rule, principles and methods about planning, performing and evaluating the annual implementation and summer internship applied by Karabük University Health Faculty and Health Care Occupation Faculty.

Extent

Article 2: The direction includes the rules about obligatory annual practices of students in Karabük University Health Faculty and Health Care Occupation Faculty and also it includes planning, performing and evaluating the summer internship.

Legal Basis

Article 3: The direction is prepared by focusing on 2547th article of higher education and according to the principles of Associate Degree, Bachelor Education and Exam Regulation Rules.

Definition:

Article 4: In this direction

- a) University: Karabük University
- b) Faculty: Health Faculty of Karabük University
- c) Occupation Faculty: Health Care Occupation Faculty
- d) Faculty Director: Health Faculty of Karabük University
- e) Director of Occupation Faculty: The director of Health Care Occupation Faculty
- f) Head of Department: The related head of department
- g) Annual Implementation Commission: The instructors and their assistants of applied occupation courses in trust the head of department.
- h) Annual Practice Responsible People: The instructors supervening the student during the annual implementation.
- i) Authorized of Annual Implementation: Company Executive supervening the students at the place where the annual implementation is practiced.
- j) Branch Master: The Professional or the worker of the occupation at the place where the annual implementation is practiced.
- k) Summer Internship: As it is mentioned in curriculum, the summer internship practices of students on the related fields.
- l) The Commission of Summer Internship: In the related head of department, the instructors and assistants of related occupation courses.

Second Section:

General Principles:

Article 5: Annual practices and summer internship are performed within the scope of the final instructional plan, course contents, national and international credits and presuppositions accepted by the senate.

Article 6: There is payment for the students of annual practice and summer internship.

Annual Practices

Article 7: According to the number of the students and the quality of the practice fields, more than one instructors can be charged. If there is lack of instructors for the practices, occupational professionals can be charged with the approval of the head department and allow of faculty director.

Article 8: If the annual laboratory and basic occupation practice courses are equal with the total hours of courses, which are mentioned in the curriculum, the courses can be taught by uniting or separating the hours of the courses with the proposal of the instructors and permission of the head of department. The practice courses can be taught by blocking the courses, combined with the total theory/laboratory course hours first, then combined with hospital/department practicing hours.

Summer Internship:

Article 9: Summer Internship is practiced on the date and duration mentioned in related department curriculum.

Article 10: After the student decides the place where s/he interns, he is obliged to inform the related head of department between the times decided Faculty and Care Occupation Faculty by delivering approved documentary which includes the information about the acceptance of the student for the intern and this documentary must have billhead or stamp and date and also the name of the intern has to be written on this documentary.

Article 11: The students can't start intern without completing the assurance processes and permission of the intern commission.

Article 12: The students are responsible for transmitting and getting feedback their forms/files to the instructor of the company or competent authority. During the filling of intern accomplishment form if some cases such as defacement, scraping or similar cases are noticed the authorities should initial the document or steal it, or else the intern is regarded as invalid. The head of department also isn't responsible for the loss of intern accomplishment documentary or delaying on the post.

Annual Practice and Intern Place

Article 13: In the direction of related courses necessities annual practice or summer internship is put into practice in the corporation or corporations seen as suitable by the head of department or annual practicing commission.

Article 14: The start dates and expiration dates of annual practice and summer internship are defined by the head of department by regarding academic calendar and the days and hours mentioned in the department's curriculum and it is approved by faculty director.

OBLIGATION TO ATTEND, EXCUSE AND PERMISSION

Education year applications

ARTICLE 15. Students have to attend education %80 of year applications. Students who do not attend more than %20 of the applications can not take final and makeup exams. Students who have medical reports during the applications are accepted as absent.

ARTICLE 16. Students who take part in activities such as meeting, sport, art etc. with the permission of rectorship are not be accepted as absent. Students make makeup works which responsible of the applications assign.

ARTICLE 17. Students who do not attend the classes with any reason such as medical report or suspension are regarded as fail for that class.

Summer Internship

ARTICLE 18. %100 attendance to summer internship is obligatory. Summer internship is uninterrupted and can not be divided into parts. Students who submit their medical report or another paper related to tolerable reasons and whose excuse is accepted by the internship commission provided that the time does not exceed the %20 of internship time have complete their internship. Otherwise students are accepted as failed for internship.

Responsibilities of the Students

ARTICLE 19. Responsibilities of the students who do their winter or summer internship are as following:

- a.) Students are responsible for obeying the rule of working, discipline, security and statute that is applied in the place of application and during the application process. Students who do not obey these rules are applied these provisions of “The Higher Education Council Student Discipline Regulations”.
- b.) Students have to run to the schedule that is prepared for application class and fulfill the duties required by application at a precise time.
- c.) Students have to do their applications at a time and place that are determined for applications.
- d) Students must be temperate and play along with personnel.
- e) Students are fully responsible for keeping the equipment in good conditions within the field of applications. Students will be in charge of damage cost.
- f) Students are not allowed to leave or change the application area, without permission of instructor, if necessary, application instructor is the one who will give permission to leave or change the application area.
- g) At the end of application, students submit their reports to responsible instructor of particular lesson.
- h) Students can not be worked overtime apart from working hours of training period, and can not worked out of a training area.
- I) Students are supposed to study on their application under control of clinical instructor
- j) During students training period, if any problems are occurred, these problems are been transmitted to first instructor, if not solved, problems will be transmitted to chief department.

k) Midwifery students can be on call under control of application instructor with a permission of company manager and chief of department

Assesment

Annual Application

Article 20) Student performance is been evaluated by application instructor. Success rate is been specified by application instructor in paralel with assessment form or assessment criteria (performance evaluation, maintenance plan, observations, seminars, application exams, case report, case study)

Article 21) Application note is evaluated by instructor out of 100 full marks. Although Students fully attends the application class, a minimum mark of 60 is required to pass the lesson.

Summer Internship

ARTICLE 22. Student's internship file which he has prepared in summer internship period is evaluated as "successful" or "unsuccessful" according to assesments in internship report and assesment method approved by internship committee. Unsuccessful students have to redo the internship. Internship which is not approved by internship committee can be refused by means of being indicated number of days and subject of the internship. Internship committee carries authority of inspectioning results of assesments, changing when required and deciding which internships need will be redone.

THIRD SECTON

Operation and Executive

ARTICLE 23. This instruction becomes valid beginning from the accepting date by Senate of Karabuk University.

ARTICLE 24. Director of Karabuk University Health College/Health Service Vocational School carries out provisions of this intruction.

ARTICLE 25. Director of College and Vocational School can take a temporal decision when needed on condition that not offend against instruction provisions.

ARTICLE 26. Principle decisions taken by Karabuk University Education and Examination regulations and Board of Higher Education are applied in case of conditions which do not take part in this instruction.

This Instruction was admitted by decision of Senate, with the number of 2013/07-48 on 21/05/2013.