KTO-KARATAY UNIVERSITY
FACULTY OF HEALTH SCIENCES MIDWIFERY
DEPARTMENT INTERNSHIP DIRECTIVE

CHAPTER ONE
Purpose, Scope and Definitions

Purpose

ARTICLE 1- The purpose of this directive is to regulate the internship principles of the students of the Department of Midwifery of the Faculty of Health Sciences of KTO-Karatay University and to determine the basic principles that the instructors and students must follow during the internship.

Scope

ARTICLE 2- It covers the principles and procedures that KTO-Karatay University Faculty of Health Sciences Midwifery Department students and faculty members must comply with regarding internships.

Basis

ARTICLE 3- This directive is in accordance with the Higher Education Law No. 2547, 21/08/2022 and No. 31938.
It has been prepared based on KTO-Karatay University Associate and Undergraduate Exam Regulations.

Definitions

ARTICLE 4- In this directive;

a. Head of Department: KTO-Karatay University Faculty of Health Sciences Head of Midwifery Department,
b. Department: KTO-Karatay University Faculty of Health Sciences, Department of Midwifery,
c. Faculty: KTO-Karatay University Faculty of Health Sciences, ç.
Rectorate: KTO-Karatay University Rectorate,
d. Senate: The Senate of KTO-Karatay University,
e. Internship Commission: The board consisting of the head of the Midwifery department of the Faculty of Health Sciences and the lecturers of the relevant course,
f. Internship Place: The institutions where the internship will be held,
g. Intern: The student who does the internship,
i. University: KTO-Karatay University,
h. School: KTO-Karatay University School of Health Sciences,
refers to.

CHAPTER TWO
Principles Regarding Internship

General Information About the Internship

ARTICLE 5- Regarding the internship specified in the curriculum of the Midwifery department; It is included as a compulsory course under the name of Internship in the 7th semester of the 8-semester course plan.

Internship Period

ARTICLE 6- The internship period of the 3rd year midwifery department is 20 working days without interruption.

Internship Attendance and Excuses

ARTICLE 7- Attendance to the internship program is mandatory. However, in the following cases, the student is excused

counts:

a. Illness status documented by a report obtained from full-fledged public hospitals stating that the student cannot continue the internship,
b. Apart from illness, absences not exceeding 3 (three) working days due to natural disasters, family and other similar reasons, and written permission given by the internship supervisor of the institution, are also subject to an extension of the end date

It has to complete 20 working days.

c. Public holidays or holidays are not counted as internship periods.

ARTICLE 8- If the intern student receives a sick report, the report must be submitted to the responsible instructor who follows the insurance procedures as well as the institution where he/she does his/her internship.

ARTICLE 9- Students who do not complete their internship or fail their internship due to an excuse must repeat their internship.

Internship Conditions

ARTICLE 10- Students must apply individually for their internship applications on the dates announced by the Presidential Career Gate.

Place of Internship

ARTICLE 11- The internship place must be among the internship places offered at the Presidential Career Gate.

ARTICLE 12- The student has completed at least 10 working days of the internship period, which is 20 working days without interruption.
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Duties and Responsibilities of the Internship Commission

ARTICLE 13- The duties and responsibilities of the Internship Commission are as follows:

a. To make preliminary preparations for internship,
b. To determine the start and end dates for internship insurance,
c. To manage the insurance entry follow-up and finalization processes of the students, ç. To examine the graduation criteria book when necessary,
d. To make internship evaluations.

Evaluation of the Internship

ARTICLE 14- The internship evaluation is made by the Commission with the attendance chart and student evaluation form received by the student from the institution where the student does the internship.

ARTICLE 15- As a result of the evaluations of the Internship Commission, the student who does the internship at the end of the internship course registered in the 7th semester must submit the attendance chart and student evaluation form filled in by the midwife to the responsible instructor of the relevant course in a sealed envelope within 15 days from the end of the internship.

ARTICLE 16- Internship evaluation is made by the Commission at the end of the internship course by entering YT (Satisfactory) or AI (Unsatisfactory). The inadequate student repeats the internship.

Duties and Responsibilities of Internship Students

ARTICLE 17- Students must comply with the workplace regulations of the organization where they do their internship, the internal order of the organization, the rules regarding discipline and occupational safety, and set an example for the environment with their behavior. In addition, it must comply with the rules to be followed in clinical practice announced by the Department Head. Students who do not perform the duties assigned within the scope of the clinical practice program and do not comply with the rules are reported to the disciplinary committee by the relevant faculty member/staff.

ARTICLE 18- Students are required to apply for their work in internship places as graduation

criteria.
fills out the relevant forms in the book, converts them into a report at the end of the internship and notifies him.

It submits it to the responsible instructor of the course within a short time.

ARTICLE 19- Before starting the internship, students receive the official letter and attached documents to be sent to the institution where they will do their internship from the Faculty and deliver them to the relevant institution and the Internship Commission on time. Within 15 days from the end of the internship, the attendance chart and student evaluation form filled out by the midwife and the report on the graduation criteria book must be submitted to the responsible instructor of the relevant course in a sealed envelope. Students can submit their requests and suggestions regarding the internship, if any, to the Internship Commission during or at the end of the internship.

Dress

ARTICLE 20- Midwifery Department students comply with the dress code of the institution where they do their internship.

Students must wear a student ID/identification card during the internship.

Insurance and Financial Obligations

ARTICLE 21- Occupational Accident and Occupational Diseases insurances of the students who do the internship are made by the university where they study in accordance with subparagraph (b) of Article 5 of the Law No. 5510. Before students start their internship, Occupational Accident and Occupational Diseases insurance is issued and notified to the Social Security Institution (SSI).

CHAPTER THREE
Final Provisions

Cases Without Provision

ARTICLE 22- Issues not included in this directive are decided by the Department Board in accordance with the KTO-Karatay University Associate and Undergraduate Education, Training and Examination Regulations upon the recommendations of the clinical practice officers.

Enforcement

ARTICLE 23- This Directive shall come into force as of the date it is accepted by the Senate.

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ARTICLE 24- This directive is published in the Official Gazette dated 4 August 2023 and numbered 32268.

It also includes students of KTO-Karatay University School of Health Sciences, which was transformed into the Faculty of Health Sciences with the decision numbered 2023/7477.

Execution

ARTICLE 25- The provisions of this directive are executed by the Head of the Department of Midwifery at KTO-Karatay University Faculty of Health Sciences.