

	<p align="center"><b>ERCIYES UNIVERSITY</b></p> <p align="center"><b>FACULTY OF VETERINARY MEDICINE</b></p> <p align="center"><b>JOB DESCRIPTIONS</b></p>	<b>DOCUMENT NUMBER:</b>	Vet_Fr.03-29
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<b>Unit:</b>	Dean's Office of the Faculty of Veterinary Medicine		
<b>Position Title:</b>	<b>Internship Coordinator</b>		
<b>Supervisor:</b>	Dean		
<b>Associated Unit:</b>	Dean's Office of the Faculty of Veterinary Medicine		
<p><b>BRIEF DESCRIPTION OF THE ROLE:</b></p> <p>Manages the administrative processes of intern students.</p>			
<p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>- The Internship Coordination Office and its members are appointed by the Dean and carry out their activities upon approval by the Faculty Administrative Board.</li> <li>- The coordination and planning of the training to be provided to students during their internship period is done in accordance with the ERÜ Veterinary Faculty Internship Regulations.</li> <li>- It organizes interdepartmental rotations.</li> <li>- It ensures the administration of exams related to the courses attended during the internship period and follows up on the exam results.</li> <li>- Committee members continue their duties until a new appointment is made.</li> <li>- In the event that a member leaves the committee for any reason, a new member is appointed by the Dean's Office.</li> <li>- Committee members are required to attend meetings unless they have an officially recognized excuse.</li> <li>- The situation of members who fail to attend meetings without providing documented justification is subject to evaluation by the Dean's Office.</li> </ul>			
<p><b>PREPARED BY:</b> <b>QUALITY UNIT</b></p>		<p><b>CHECKED BY:</b> <b>VICE DEAN</b> <b>Prof.Dr. Murat KANBUR</b></p>	
		<p><b>APPROVED BY:</b> <b>DEAN</b> <b>Prof.Dr. Abdullah İNCİ</b></p>	