

T.R. ERCIYES UNIVERSITY – SENATE RESOLUTIONS

Resolution Summary

The Senate discussed the proposal “Amendments to certain articles of the Faculty of Veterinary Medicine Internship (Supervised Work, Extra Practical Training) Regulations,” previously deliberated at the Senate meeting of 27 May 2021 (Meeting No 11). After deliberation, the Senate unanimously approved the amendments, adopting the text below.

**ERCIYES UNIVERSITY
FACULTY OF VETERINARY MEDICINE
INTERNSHIP (SUPERVISED WORK, EXTRA PRACTICAL TRAINING)
REGULATIONS**

CHAPTER I – Purpose, Scope, Legal Basis and Definitions

Article 1 – Purpose

(1) These Regulations set out the principles governing the internships undertaken by students enrolled in the Faculty of Veterinary Medicine.

Article 2 – Scope

(1) The Regulations cover the duration, procedures and general rules for all internships carried out by undergraduate students of the Faculty of Veterinary Medicine.

Article 3 – Legal Basis

(1) These Regulations are based on:

- Article 23 of the Associate and Bachelor’s Degree Education-Teaching Regulation published in the Official Gazette No 28324 of 15 June 2012;
- Article 13 of the Regulation on Applied Education in Higher-Education Institutions published in the Official Gazette No 31545 of 17 June 2021;
- National standards of the Association for Evaluation and Accreditation of Veterinary Education Institutions and Programs (VEDEK); and
- International standards of the European Association of Establishments for Veterinary Education (EAEVE).

Article 4 – Definitions

- a) Dean’s Office: the Dean’s Office of the Faculty of Veterinary Medicine, Erciyes University;
- b) Dean: the Dean of the Faculty of Veterinary Medicine, Erciyes University;
- c) Faculty Board: the Faculty Administrative Board of the Faculty of Veterinary Medicine;
- d) Faculty Council: the Faculty Council of the Faculty of Veterinary Medicine;
- e) Senate: the Senate of Erciyes University;
- f) University: Erciyes University.

CHAPTER II – Internship Procedures and Principles

Article 5 – Internship Committee

(1) The Internship Committee consists of academic staff members appointed by the Faculty Administrative Board.

Article 6 – Duration and Structure of the Internship

Internship I – End of 4th semester – Basic Sciences Departments or related bodies – 10 working days;

Internship II – End of 6th semester – Zootechnics / Animal Nutrition & Pre-clinical Departments or related bodies – 15 working days;

Internship III – End of 8th semester – Clinical Sciences / Food Hygiene & Public Health Departments or related bodies – 25 working days.

Total compulsory practical time: 400 hours.

(Other implementation details are set by the Faculty Administrative Board. See full regulations.)

Article 7 – Student Logbook / Internship Form

(1) Each student keeps a dedicated logbook or completes the official internship form prepared by the Internship Committee, containing standard information about the host institution.

Article 8 – Student Internship Evaluation Questionnaire

(1) Students fill in the Internship Evaluation Questionnaire upon completion of the placement and submit it to the Internship Committee.

Article 9 – Internship Sites (Highlighted Categories)

(1) During their compulsory internships, students may choose public- or private-sector organisations in Türkiye or abroad from the following categories:

A. Faculties of Veterinary Medicine

- Applied academic departments
- Research and teaching farms
- Clinics and hospitals
- Central laboratories

B. Extra-faculty (public or private) organisations

- Ministries (relevant directorates)
- Customs services
- Abattoirs and meat-processing plants
- Farms
- Dog-breeding and Dog-Training Centres
- Horse-breeding and Equine-Training Centres
- Jockey Club equine units
- Animal shelters and rehabilitation centres

- Zoos
- Laboratories
- Institutes and research centres
- Provincial and district directorates of agriculture
- Municipalities
- Industrial enterprises producing animal products
- Integrated meat- and dairy-processing plants
- Fish-farming and integrated aquaculture facilities
- Apiculture institutes and commercial bee-keeping farms
- Units breeding laboratory animals and experimental research centres
- Animal hospitals and clinics
- Veterinary pharmaceutical / feed-additive / feed companies
- Any other institution approved by the Faculty Administrative Board

Article 10 – Determination of Internship Sites and Student Quotas

(1) By mid-April the Dean's Office announces approved internship sites, the internship calendar and the student quota for each site.

Article 11 – Students' Internship Preferences

(1) By the first week of May, each student must enter into the system three preferred internship sites in order of priority and submit the required documents to the Internship Committee. The Committee reviews the files and forwards its recommendations to the Faculty Administrative Board.

Article 12 – Organisation and Supervision of Internships

1. The Internship Committee coordinates every stage of the internship process and carries out the necessary supervision.
2. If applications exceed the announced quotas, academic performance is taken into consideration.
3. Students may be sent abroad for internships provided they obtain an acceptance letter from a veterinary institution and submit proof that the host unit is operational.
4. Students who cannot be placed at one of their preferred sites complete their internship within the Faculty; the unit is designated by the Committee.
5. Students needing to change their assigned site due to illness, accident, the death of a first-degree relative, legal reasons, or force majeure must apply to the Dean's Office at least 15 days before the start date (except in emergencies).

Article 13 – Duties and Responsibilities of Interns

- a) Perform assigned tasks punctually and accurately under supervision.
- b) Use equipment carefully and comply with occupational-safety rules.
- c) Wear a white coat or required attire during the internship.
- ç) Do not change or leave the internship site without permission.
- d) Follow all legislation and disciplinary rules; breaches are dealt with under the Higher-Education Institutions Student Disciplinary Regulation.
- e) Refrain from boycotts, strikes, demonstrations or political/ideological activity.
- f) Submit an occupational health-and-safety certificate at application.
- g) Internship sites must prove active operation within the last two years.
- ğ) Submit logbooks to the Dean's Office within one month after the academic year begins.
- h) Cover their own travel, accommodation and related expenses.

Article 14 – Validation of the Internship

(1) Placement supervisor evaluations and logbooks are screened by the Internship Committee and then submitted to the Faculty Administrative Board. If approved, the internship is valid; otherwise, the student must repeat the internship. Students who fail to complete a valid internship cannot graduate.

Article 15 – Archiving of Internship Documents

(1) Evaluation forms and all other documents are kept in the student's personal file.

CHAPTER III – Miscellaneous and Final Provisions

Article 16 – Cases Not Provided For

(1) In matters not regulated herein, decisions of the Faculty Administrative Board shall apply.

Article 17 – Enforcement

(1) These principles enter into force on the date they are approved by the University Senate.

Article 18 – Execution

(1) These principles are executed by the Dean of the Faculty.