T.C.

ALTINBAŞ UNIVERSITY

FACULTY OF HEALTH SCIENCES

GUIDELINES ON PLACEMENTS AND PRACTICAL TRAINING

CHAPTER ONE

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this guideline is to regulate the procedures and principles concerning the planning, implementation, assessment and supervision of practical courses, clinical placements, summer placements and internship placements carried out within the Faculty of Health Sciences.

Scope

ARTICLE 2 – (1) This Directive applies to the following, as set out in the curricula of the departments affiliated with the Faculty of Health Sciences at Altınbaş University:

a) Compulsory placements,

b) Summer placements,

c) Clinical placements,

d) Internship placements,

d) Practical courses,

e) Optional placements.

(2) Laboratory practicals included in the curriculum are not assessed under these guidelines.

Legal Basis

ARTICLE 3 – (1) This Guideline is based on:

a) the Higher Education Act No. 2547,

b) the Framework Regulation on Practical Training in Higher Education, published in the Official Gazette dated 17 June 2021 and numbered 31514,

c) the Vocational Education Act No. 3308,

d) the Social Insurance and General Health Insurance Act No. 5510,

e) the Occupational Health and Safety Act No. 6331,

f) and the provisions of the Altınbaş University Associate Degree and Undergraduate Education, Teaching and Examination Regulations.

Definitions

ARTICLE 4 – (1) The terms used in this Directive shall have the following meanings:

a) Faculty: the Faculty of Health Sciences at Altınbaş University,

b) Dean: the Dean of the Faculty of Health Sciences at Altınbaş University,

c) Department: the academic departments affiliated with the Faculty of Health Sciences,

ç) Practical course: Courses conducted in a field or clinical setting as part of the curriculum and involving the practical application of theoretical knowledge,

d) Clinical placement: Practical placements undertaken by students in healthcare institutions and organisations, particularly within the Nursing and Midwifery programmes, with the aim of developing their professional knowledge, skills and competences,

e) Summer placement: Educational activities undertaken by students in healthcare institutions and organisations during the summer term to develop their professional knowledge, skills and competences,

f) Internship: An intensive clinical placement programme planned to enable students to holistically develop their professional knowledge, skills and competences in the final year of the programme or the final year of their education and training,

g) Practical Training and Placement Coordination Unit: The academic unit within the Faculty responsible for coordinating practical training and placement processes,

ğ) Departmental Internship and Practical Training Committee: A committee comprising at least three academic staff members, appointed by the Departmental Board upon the recommendation of the Head of Department,

h) Practical course/placement supervisor: The academic staff member who assumes academic responsibility for the relevant practical course or placement,

ı) Practical placement supervisor: The academic staff member or designated healthcare professional who monitors students' learning process at the institution where the practical placement is carried out,

i) Working day: A working day, excluding public holidays,

j) Practical training **venue:** Public or private healthcare institutions and organisations where practical training is carried out.

PART TWO

Duties, Powers and Responsibilities

Departmental Internship and Practical Training Committee

ARTICLE 5 – (1) The Departmental Internship and Practical Training Committee shall consist of at least three academic staff members appointed by the Departmental Council upon the recommendation of the Head of Department. The term of office for committee members is three years. Members whose term of office has expired may be reappointed. Should a member's membership cease for any reason before the end of their term, a new member shall be appointed in accordance with the same procedure.

ARTICLE 6 – (1) The duties of the Departmental Internship and Practical Training Committee are as follows:

a) To assess the suitability of the institutions and organisations where students will undertake practical training and work placements,

b) To prepare the practical training and work placement timetable and submit it to the Head of Department,

c) To check the suitability and completeness of the student file, attendance register, assessment form and other relevant documents used in the practical training and work placement processes,

(c) To assess students' performance in practical training and work placement programmes in accordance with the relevant assessment and evaluation criteria,

d) To assess any issues arising during practical training and work placement processes and, where necessary, report them to the Head of Department,

e) To work in collaboration and coordination with the Practical Training and Work Placement Coordination Unit,

f) To make recommendations aimed at improving practical training and work placement processes.

Practical Training and Work Placement Coordination Unit

ARTICLE 7 – (1) The Practical Training and Work Placement Coordination Unit operates with the aim of ensuring that the practical training and work placement processes conducted within the Faculty are carried out in a coordinated and orderly manner across departments and in accordance with the relevant legislation.

(2) The duties of the Practical Training and Work Placement Coordination Unit are as follows:

a) To ensure coordination between the practical training and work placement processes of the departments within the Faculty,

b) To work in collaboration with the Departmental Internship and Practical Training Committees,

c) To ensure the coordination at faculty level of the practical training and work placement plans prepared by the departments,

ç) To carry out work aimed at standardising the documents and forms used in practical training and work placement processes,

d) To contribute to the coordination of processes carried out with institutions and organisations where practical training takes place,

e) To assess common issues arising in practical training and work placement processes and develop proposed solutions,

f) To carry out work aimed at monitoring, evaluating and developing practical training and work placement processes,

g) To ensure that the necessary records and reports relating to practical training and work placement processes are kept regularly at faculty level,

ğ) To carry out other duties assigned by the Dean's Office in relation to practical training and work placement processes.

Principles Governing the Conduct of Practical Training and Work Placements

ARTICLE 8 – (1) Students shall undertake their practical training and work placements in accordance with the relevant department's curriculum, academic calendar and the principles determined by the Departmental Work Placement and Practical Training Committee.

(2) Attendance at practical training and work placements is compulsory for students. Attendance requirements are applied in accordance with the characteristics of the relevant course/programme and the University's relevant regulations.

(3) During practical training and work placements, students are obliged to comply with the working procedures of the institution or organisation where the practical training takes place, health and safety regulations, patient and staff safety principles, ethical principles, the protection of personal data and any other relevant rules of the institution.

(4) During practical training and work placements, students are obliged to prepare the required student file, attendance record, practical training/work placement assessment form and other documents in accordance with the prescribed procedures and in full.

(5) Should a student be unable to attend practical training or a work placement due to a valid reason, the reason must be documented and accepted in accordance with the University's relevant regulations.

(6) The procedures and principles regarding the make-up of the practical training or work placement period that a student, whose valid reason has been accepted, was unable to complete shall be determined in accordance with the recommendation of the Departmental Work Placement and Practical Training Committee and the approval of the Head of Department, taking into account the relevant department's curriculum and the specific nature of the practical training.

(7) A student who fails to fulfil the conditions for continuing the practical training or placement, or who fails to meet the success criteria set for the relevant course or placement, shall be deemed to have failed. In the event of failure, the University's relevant education and teaching regulations and the department's practical training and placement principles shall apply.

Clinical Practice Guide (Supervising Nurse/Midwife)

ARTICLE 8 – (1) In institutions where clinical practice is carried out within Nursing and Midwifery programmes, a nurse or midwife deemed suitable by the institution may be appointed as a supervising nurse or midwife to support students during the practical training process.

(2) The duties of the supervising nurse/midwife are as follows:

a) To support students' adaptation to the clinical practice setting,

b) To guide students in their daily clinical practice activities,

c) To guide students in carrying out their professional practice under supervision in accordance with patient safety principles,

d) To monitor students' compliance with patient safety, staff safety, ethical principles, patient confidentiality and institutional rules,

d) To support the development of students' professional knowledge, skills and attitudes,

e) To provide feedback to the practical course/placement supervisor regarding students' clinical practice performance.

PART THREE
Prerequisites and Documents

Prerequisites

ARTICLE 9 – (1) In order for students to commence clinical practice, they must:

a) They must have successfully completed the prerequisite courses specified in the curriculum,

b) They must have met the academic performance and attendance requirements set by the relevant department,

c) They must have fulfilled the training, documentation and other prerequisites deemed necessary depending on the nature of the clinical placement.

(2) In clinical placements requiring direct communication and interaction with patients, students must possess a level of proficiency in the Turkish language sufficient to ensure patient safety and effective communication. The requirements regarding Turkish language proficiency and the principles of certification shall be determined in accordance with the University's relevant regulations and the principles of the relevant department or programme.

(3) Before commencing clinical practice, students are obliged to complete the necessary occupational health and safety training, as required by the nature of the practice and the conditions of the institution where the practice is to take place, and to submit the relevant certificates within the specified timeframe.

Health Certificates and Professional Suitability

ARTICLE 10 – (1) Before commencing clinical practice or a placement, students are obliged to meet the health requirements specified by the relevant legislation and by the institution or organisation where the practice is to be carried out, within the scope of occupational health and safety, staff and patient safety, and to submit the necessary documents within the specified timeframe.

(2) Students may be required to provide a medical report, documents indicating their immunisation and vaccination status, necessary laboratory tests and other health documents, in accordance with the nature of the placement area, the risk assessment and relevant legislation.

(3) The institution or organisation where the placement is to take place may request additional health certificates, tests or immunisation requirements as it deems necessary, in accordance with its own risk assessment and relevant legislation.

(4) Where it is assessed that a student's state of health may pose a risk to their own safety, that of patients or staff within the placement setting, the student's suitability for clinical placement shall be considered in accordance with relevant legislation, the healthcare organisation's assessment and the specific characteristics of the placement setting. Where necessary, the Department Chair shall assess whether the student's placement setting should be changed or whether appropriate arrangements regarding the placement should be made.

(5) The collection, processing, storage and sharing of students' health information and documents shall comply with the provisions of the relevant legislation on the protection of personal data.

Internship Application and Placement Process

ARTICLE 11 – (1) Students are required to submit their applications for placements or practical training to the relevant Department Chair at least 15 (fifteen) days prior to the date on which they plan to commence the placement.

(2) Applications are made by submitting the application form specified by the relevant department, together with all the necessary documents.

(3) The suitability of the institutions and organisations where students will undertake their placements or practical training is assessed by the Departmental Placement and Practical Training Committee, taking into account the programme's objectives and learning outcomes, practical training opportunities, student capacity and other relevant conditions.

(4) Internship and practical training placements deemed suitable by the Committee are finalised in accordance with the approval of the Head of Department and reported to the Dean's Office. The necessary official correspondence is conducted through the relevant units of the University.

(5) Should a student wish to undertake an internship at an institution or organisation of their own choosing, the suitability of the relevant institution is assessed by the Departmental Internship and Practical Training Committee. The internship may not commence without the Committee's favourable opinion and the approval of the Head of Department.

(6) Official notifications or correspondence to the institution or organisation where the placement or practical training is to take place, containing the start and end dates of the placement and other necessary information, are carried out in accordance with the University's relevant administrative procedures.

(7) In order for students to commence an internship or practical training, the necessary work accident and occupational disease insurance procedures must be completed in accordance with the relevant legislation. A student may not be allowed to commence the placement until the insurance procedures have been completed.

(8) The placement process for work placements and practical training generally comprises:

a) Receipt of the student's application,

b) Verification of the necessary documents,

c) Assessment of the organisation's suitability by the Departmental Internship and Practical Training Committee,

ç) Approval of the suitability by the Department Chair,

d) Notification to the Dean's Office,

e) Carrying out the necessary official correspondence with the organisations,

f) Completion of insurance procedures,

g) Commencing the student's placement or practical training.

Health and Safety Training

ARTICLE 12 – (1) In order for students to commence clinical practice and work placements, they must have completed and obtained certification for the necessary Occupational Health and Safety training in accordance with the relevant legislation.

(2) Should the institution or organisation where the placement is to take place request additional Occupational Health and Safety training or an induction programme in line with the nature and risks of the placement area, students are obliged to complete such training before commencing the placement.

Workplace Accidents and Occupational Exposure

ARTICLE 13 – (1) Should a student suffer a work-related accident, an injury caused by sharp or piercing instruments, or biological, chemical or other occupational exposure during a clinical placement or work placement, the situation must be reported immediately to the relevant department of the institution where the placement is taking place and to the person responsible for the practical course or work placement.

(2) In the event of a work-related accident or occupational exposure, the necessary first aid, medical assessment, follow-up and treatment procedures shall be carried out in accordance with the procedures of the relevant healthcare institution and the applicable legislation.

(3) Reporting and other procedures relating to work-related accidents and occupational exposure shall be carried out in accordance with the provisions of the relevant legislation.

Employer Liability

ARTICLE 14 – (1) The employer's liability for work-related accidents and occupational diseases arising from the workplace's negligence during a student's clinical placement or work placement shall be determined in accordance with the provisions of the relevant legislation.

Insurance

ARTICLE 15 – (1) The procedures for work-related accident and occupational disease insurance for students who are required to be insured under the scope of clinical placements and work placements shall be carried out by the University in accordance with the provisions of the relevant legislation.

(2) A student may not commence a clinical placement or work placement until the insurance procedures have been completed.

(3) Insurance procedures for voluntary placements shall be carried out in accordance with the relevant legislation.

PART FOUR
Duration and Continuation of Placements

Duration of the Placement

ARTICLE 16 – (1) Students are obliged to complete the practical courses, clinical placements, internship placements and work placements included in the curriculum of the department in which they are enrolled, in accordance with the duration and conditions specified in the curriculum.

(2) The start and end dates of practical training and placements shall be determined by taking into account the relevant department's education and teaching programme and academic calendar, and shall be communicated to students.

(3) Where the duration of placements and practical training is calculated in terms of working days, one week is deemed to consist of five working days. Public holidays are not included in the calculation of working days.

Attendance and Make-up Sessions

ARTICLE 17 – (1) Attendance is compulsory for practical courses, clinical placements and work placements. Students must attend at least 80 per cent of the duration of the relevant practical course, clinical placement or work placement.

(2) A student who fails to meet the attendance requirement shall be deemed to have failed the relevant course or placement due to non-attendance, and proceedings shall be conducted in accordance with the University's relevant regulations.

(3) For clinical placements or work placements that cannot be completed due to documented and valid reasons accepted in accordance with the relevant regulations, a make-up programme may be planned, taking into account the nature of the placement and the institution's facilities.

(4) Make-up arrangements shall be planned by the course/placement coordinator and carried out in accordance with the approval of the relevant Department's Placement and Practical Training Committee.

(5) In the event of a shortfall in the clinical practice or placement periods specified as compulsory in the curriculum or course syllabus, the student must make up the missing practice period in accordance with the principles determined by the relevant department.

CHAPTER FIVE
Assessment and Evaluation

Submission and Review of the Placement File (Clinical Practice/Summer Placement)

ARTICLE 18 – (1) In programmes other than those in the Departments of Nursing and Midwifery, students must submit their placement portfolio to the relevant department chair within 15 days of the end of the placement at the latest.

(2) Placement portfolios are reviewed and assessed by the Department's Placement and Practical Training Committee.

(3) Should the placement file be found to be incomplete or inadequate:

a) The student may be asked to provide the missing or additional documents.

b) Students may be subject to an oral or written assessment.

(4) Should the placement file not be submitted within the specified timeframe, or should it be determined that the placement has not been carried out in accordance with the regulations, the placement may be deemed invalid.

(5) In the Nursing and Midwifery programmes, the assessment processes relating to clinical practice, internship and summer placements are conducted in accordance with the relevant departmental curriculum and clinical practice guidelines. Students' performance is determined on the basis of a combined assessment of their attendance record, clinical performance, professional attitude and behaviour, and their placement/practical portfolios. Assignments and practice portfolios prepared as part of clinical practice and internship are submitted to the lecturer responsible for the course following the completion of the practice period; assignments and internship portfolios relating to the summer placement must also be submitted within 15 days of the end of the placement. Files not submitted within the specified timeframe or submitted incompletely will not be assessed. Attendance at placements and clinical placements is compulsory; students who fail to meet the attendance requirement or who act in breach of the principles of clinical practice will have their relevant placements deemed invalid and will be assessed as having failed.

Assessment and Evaluation

ARTICLE 19 – (1) Practical courses and placements shall be assessed in accordance with the following criteria:

a) Clinical performance assessment
b) Care plan and practical skills
c) Placement portfolio
d) Practical report
d) Institution assessment form
e) Oral or written examination, where deemed necessary

(2) Assessment methods and criteria for success are determined in accordance with the relevant programme curriculum and the Altınbaş University Regulations on Associate Degree and Undergraduate Education, Teaching and Examinations.

Appeals Against Assessment

ARTICLE 20 – (1) Students may lodge a written appeal against the assessment results of placements and practical courses with the relevant department chair within 5 working days of the date on which the results are announced.

(2) Appeals are assessed and resolved by the Departmental Internship and Practical Training Committee.

SECTION SIX
Supplementary Procedures and Principles for Clinical Practice and Internships

Scope

ARTICLE 21 – (1) This section covers the specific provisions relating to clinical practice courses and internship placements conducted by the departments affiliated with the Faculty of Health Sciences.

Prerequisites

ARTICLE 22 – (1) Students in the Nursing and Midwifery programmes who have failed the clinical courses specified as prerequisites in the curriculum may not commence the clinical placements associated with these courses or their internship programme until they have fulfilled the relevant prerequisite.

(2) In order to commence an internship, it is mandatory to have successfully completed the courses specified in the curriculum as prerequisites for the internship.

Principles of Clinical Practice

ARTICLE 23- (1) Clinical placements shall be carried out in hospitals, family health centres, community health centres, maternity wards, intensive care units and other relevant health institutions and organisations.

(2) During clinical placements, students shall:

a) Comply with professional ethical principles,

b) safeguard patient safety and the quality of care,

c) Comply with the principles of patient privacy and confidentiality,

d) Dress in accordance with the clinical uniform regulations set by the University or the dress code of the healthcare institution where the placement is taking place,

d) Immediately report injuries caused by sharp instruments, workplace accidents and occupational exposures.

Internship

ARTICLE 24 – (1) The internship is conducted as a full-time, intensive clinical placement in the final year.

(2) In the Nursing and Midwifery programmes, student nurses:

a) carry out their placements under the supervision of the clinical nurse/midwife in charge and the supervising academic staff member,

b) carry out their placements in accordance with the student placement guide and skills log,

c) participate in clinical decision-making processes,

d) develop their professional communication and teamwork skills,

d) may not administer medication independently,

e) May not exercise official signing authority,

f) Carries out invasive procedures under the supervision of the relevant healthcare professional or the responsible academic staff member.

(3) In the assessment of the intern's practice:

a) The clinical performance assessment form,

b) the intern's student handbook and/or skills log,

c) The supervising academic staff member's assessment,

(c) Where deemed necessary, an oral or written assessment shall be taken into account.

(4) A student who fails the internship shall repeat the placement in accordance with the relevant department's curriculum and the University's relevant regulations.

Clinical Placement Record and Graduation Requirements (Midwifery)

ARTICLE 25 – (1) Students enrolled in the Midwifery programme are required, prior to graduation, to complete the number of placements and case studies specified in the relevant regulations and the education programme in clinical placements relating to pregnancy, childbirth, the postnatal period, newborn care and women's health.

(2) The number of clinical placements and cases that students are required to complete is determined in accordance with Article 5 of the Regulation on the Determination of Minimum Educational Requirements for Medical, Nursing, Midwifery, Dental, Veterinary, Pharmacy and Architecture Education Programmes, and the relevant section of the curriculum.

(3) Clinical placements undertaken by students shall be recorded in a clinical placement logbook, a skills tracking form or other relevant placement documents, and shall be assessed by the relevant academic staff member.

(4) The completion of the required number of clinical placements and cases, as determined in accordance with the relevant legislation and the departmental curriculum, is one of the conditions for graduation.

Practical Training and Placements Abroad

ARTICLE 26 – (1) Clinical placements, internships and summer placements in Nursing and Midwifery programmes may not be undertaken abroad.

(2) Clinical placements, internships and summer placements shall be carried out exclusively in healthcare institutions and organisations identified and approved as suitable by the relevant department's Placement and Practical Training Committee, with the aim of ensuring patient safety, maintaining educational standards and ensuring consistency in practice.

Recognition of Previous Practical Experience

ARTICLE 27 – (1) The placements and clinical placements undertaken by students transferring horizontally or vertically from other higher education institutions shall be examined and assessed by the relevant Department's Equivalence Committee.

(2) The Equivalence Committee may decide to accept the placements or clinical practice in full or in part, taking into account the student's previous study programme, the content of the placements and the duration of the practice.

Force Majeure

ARTICLE 28- (1) In the event of force majeure such as earthquakes, fires, epidemics, war and similar circumstances, the procedures and principles relating to practical training shall be reorganised in accordance with the decisions of the Higher Education Council.

CHAPTER SEVEN
Discipline and Final Provisions

Discipline

ARTICLE 29 – (1) During practical training and work placements, students are obliged to comply with the student disciplinary provisions set out in Article 54 of the Higher Education Act No. 2547 and with the relevant rules of the institution or organisation where the practical training is carried out.

Entry into Force

ARTICLE 30 – (1) This Directive shall enter into force on the date of its adoption by the Altınbaş University Senate.

Implementation

ARTICLE 31 – (1) The provisions of this Directive shall be implemented by the Rector of Altınbaş University.

Senate Decision Date: 24 August 2026 / Decision No: 07

Board of Trustees Decision Date: 25 August 2026 / Decision No: 09