



REGULATIONS FOR TRAINEESHIP PROGRAM OF EMU FACULTY OF PHARMACY (J2; D.Pharm – 6 year) STUDENTS

1. The total period of traineeship for J2 students is **250 work days** and practiced during the summer, entire 11th and 12th semester.
2. The student is not allowed to graduate without completing his/her traineeship. But for those who want to do their traineeship further on, their right is reserved.
3. This traineeship can be carried out at wherever students choose, including their own country.
4. The students are required to inform the Dean's Office one month prior to the traineeship about its time and place.
5. Before students start, an official letter must be submitted to the Dean's Office for their traineeship enrollment.
6. Students are obliged to provide all type of contact information from their training institution/community pharmacy/company to Dean's Office, including:
 - Postal address
 - Fax
 - e-mail address
 - Telephone number (of the institution/ community pharmacy/company)
 - Web address of institution/community pharmacy/company (optional)

Unexpected inspections might be practiced by EMU representatives during the traineeships.

7. If students plan to carry out their traineeships at Community Pharmacies, they have to pass the **Physiology 1** course.
8. Students must submit their completed traineeship report to the Dean's Office on the first month of the following semester.
9. The part of application which has to be completed by the manager (Manager of Community pharmacy/hospital pharmacy/scientific research center/pharmaceutical company/cosmetic company or official health organization) of particular institution, must be sent by bold post. In addition, fax or e-mail is also required to accelerate the process. It must be signed wet.

This document needs to include the full name of the institution manager, his/her title, phone number, e-mail address; as well the document needs to be filled by the manager and wet signed. His/her address should be written clearly and properly stamped on company/institution official letterhead.

10. The students from J2 program can adapt their 12 months obligatory traineeship period to no less than four week intervals carried out at:
 - Community pharmacies (at least 44 days),
 - Hospital pharmacy (at least 10 days),
 - Pharmaceutical industry, (at least 10 days)
 - Scientific research center (Including Pharmacy related University research/ Governmental laboratories)(Optional)
 - Pharmaceutical warehouses (Optional)
 - Official health organization, (Optional)
 - Cosmetic producing companies (Not a cosmetic selling store) (Optional)
11. Students willing to do their traineeship more than 12 months, their traineeship will be considered.

12. Students must complete their final reports separately; depending on institution they have practiced their traineeship. For instance, after community pharmacy practice the report required for community pharmacy practice must be filled by the student, also a separate traineeship report must be prepared and submitted if the traineeship has been practice in an organization other than community pharmacy practice.
13. Students engaged in community pharmacy traineeship must complete the report format intended for private pharmacy traineeship.
14. Students engaged in hospital pharmacy traineeship must complete the report format intended for hospital pharmacy traineeship.
15. Students engaged in scientific research center (or Pharmacy related University research laboratories) traineeship must complete the report format intended for research center traineeship.
16. Students engaged in Pharmaceutical industry center traineeship must complete the report format intended for pharmaceutical industry traineeship.
17. Students engaged in Official health organization traineeship must complete the report format intended for official health organization traineeship.
18. Students engaged in Pharmaceutical warehouse traineeship must complete the report format intended for drug store organization traineeship.
19. Students engaged in Cosmetic producing company traineeship must complete the report format intended for cosmetic company traineeship.

20. Students willing to do their traineeship at private/public hospital pharmacies, hospitals must comply with the following requirements:

- a. Hospital need to have a Hospital Pharmacy unit (Compulsory)
- b. Hospital need to have 50 beds (optional)
- c. Hospital need to have Polyclinics (optional)
- d. At least one surgery unit (optional)
- e. One intensive care unit(optional)
- f. One emergency service(optional)

21. If the required conditions are met and accepted, traineeship period must start at the end of the finals and finished before registrations, of the upcoming semester.

22. If students confirm their traineeship, but have to take a reset exam, they cannot receive exemption from the reset exams. In these situations, a new traineeship date has to be declared officially by the student to the Dean's Office.

23. Reports need to be prepared with the format specified by EMU Faculty of Pharmacy, as follows:

- a. Cover Page (With Students Full Name, Student Number)
- b. Context
- c. Word Format
- d. Times New Roman font
- e. 12 font size

A printout of this format need to be taken, signed and submitted to Dean's Office.

24. A **Committee Exam** will be held to all students at the end of a successfully completed traineeship program.

25. If traineeship students cannot successfully pass the exam, they have right to retake the Committee Exam.

26. Traineeship faculty committee has every right to refer to the disciplinary committee if they detect any inconsistency with the established rules of traineeship regulations.

27. Traineeship faculty committee, if necessary, has every right to make appropriate changes in this regulation.

28. Students enrolling the traineeship program are considered to accept every provision of this regulation organized by EMU Faculty of Pharmacy and they have not appeal rights.

