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# FIRAT UNIVERSITY

# FACULTY OF VETERINARY MEDICINE

# ELECTIVE PRACTICE TRAINING (Elective Practical Training- EPT) PROCEDURES AND PRINCIPLES

**SECTİON 1**

**Purpose, Scope, Basis, and Definitions**

**Purpose and Scope**

**ARTICLE 1-** (1) These procedures and principles aim to determine the rules regarding the operation of elective practical training (EPT) applications.

(2) These procedures and principles cover the definition, classification, content, and working periods of the elective practical training of Fırat University Faculty of Veterinary Medicine students and the provisions for evaluating students' attendance and success.

# Basis

# ARTICLE 2- (1) These procedures and principles have been prepared based on Item 17, Clause b1 of the Higher Education Law No. 2547 and Item 21 of the Fırat University Associate and Undergraduate Education Regulation.

**Definitions**

**ARTICLE 3-** (1)In these rules and principles, the following terms are defined as:

a) Dean: Fırat University Faculty of Veterinary Medicine Dean,

b) Dean's Office: Fırat University Faculty of Veterinary Medicine Dean,

c) Faculty: Fırat University Faculty of Veterinary Medicine,

ç) EPT (Elective Practical Training): The training that Fırat University Faculty of Veterinary Medicine students must receive under the supervision of an academician or veterinarian within the faculty (graduation thesis, internship, etc.) or outside (internship, private clinics, official institutions, etc.) to support their professional knowledge, experience, social skills, and practical and theoretical training before graduation,

d) EPT Form: Form filled out by the unit where EPT is conducted for each student, containing information, observations, and evaluations of practical training processes,

e) EPT Committee: Faculty Education Committee,

f) EPT Coordinator: Vice Dean responsible for student affairs,

g) EPT Provider: Academician or veterinarian providing EPT training,

h) EPT Place: The official or private institution where the student did EPT,

ı) Faculty Board: Fırat University Faculty of Veterinary Medicine Board,

i) Board of Directors: Fırat University Faculty of Veterinary Medicine Board of Directors

**SECTİON 2**

#  Employment of EPT

# Determination of EPT providers

# ARTICLE 4- (1) External EPT providers are determined through collaboration between the Faculty and the Veterinary Chamber Presidency. A one-year protocol is signed with each EPT provider.

# (2) Mandatory summer internships are also considered as part of the EPT training. This training is conducted according to the Faculty's Internship Directive.

# EPT duration and type

**ARTICLE 5-** (1) Students of Fırat University Faculty of Veterinary Medicine receive EPT training in the 4th year (7th and 8th semesters in clinics outside the Faculty determined by VHO), the summer internship in the following summer term within or outside the Faculty, and the Graduation Thesis in the 5th year (9th or 10th semester) within the Faculty.

**Conducting EPT outside the faculty**

**ARTICLE 6-** (1)The EPT Coordinator creates EPT groups after completing the 4th-grade semester course registrations. EPT providers are informed about which students will attend on which dates.

(2) The lists created by the EPT Coordinator are announced to the students.

(3) Each student has the EPT form (logbook) provided by the faculty in ANNEX-1. The student records their applications in the EPT on this form and submits it to the coordinator at the end of the process.

(4) At the end of the EPT process, the EPT providers submit the student evaluation form (ANNEX-2), and the students submit the EPT provider evaluation form (ANNEX-3) to the faculty and the Dean's Office makes the necessary evaluation upon the recommendation of the EPT Commission.

(5) Each student must successfully complete the EPT education program determined for them. The days not attended cannot exceed 20% of the EPT period. In case of absence or failure, students must comply with the make-up program prepared by the EPT Coordinator.

(6) Students who act contrary to the disciplinary rules during EPT applications are evaluated according to the Higher Education Council Student Disciplinary Regulation.

(7) Students can directly communicate the problems that arise during the EPT to the EPT Coordinator in writing and verbally or leave them indirectly in the complaint boxes, either named or anonymous. The Committee evaluates these complaints and then decided by the Board of Directors.

**Conducting intra-faculty EPT**

**ARTICLE 7-** (1) It is implemented according to Item 8 of the Fırat University Faculty of Veterinary Medicine Internship Program and the Graduation Thesis Directive.

**Duties and Responsibilities**

**ARTICLE 8-** (1) The student is responsible for continuing EPT training for the specified period and hours, complying with the rules of the EPT location, actively participating in all processes from patient admission to diagnosis and treatment, and filling out the EPT form or reports and submitting them to the faculty.

(2)EPT providers are responsible for providing a suitable environment for the student's education and, when necessary, guiding the student's studies.

(3) Faculty are responsible for monitoring and supervising students' EPT process.

**THIRD SECTION**

**Final Provisions**

**Cases where there is no provision**

**ARTICLE 9-** (1) In cases not specified in these procedures and principles, the Faculty Board decisions are applied.

**Entry into Force**

**ARTICLE 10-** (1) These procedures and principles shall come into force on the date they are approved by the Board of the Faculty of Veterinary Medicine at Fırat University.

**Implementation**

**ITEM 8-** (1) The Dean of the Faculty of Veterinary Medicine shall implement these procedures and principles.

**Annex-1**

**EPT FORM (LOGBOOK)**

|  |
| --- |
| STUDENT(This field will be filled by the student) |
| **Name Surname** |  | **Date:…/…./202…** |
| **Student No** |  | **Class:** | **Signature:** |
| Name and Address of the Person/Organization Providing EPT Training |  |
| **Observed During the EPT Training Period;** **Internal Diseases:****Surgical Cases:****Reproductive Issues:****Applications (Vaccination, injection, surgery, etc.):**Other: |

|  |  |
| --- | --- |
| **Approval (Authorized Veterinarian)** | **Date:…./…./202…** |
| Name Surname: Signature: |
| We want to thank you for your evaluation and suggestions regarding the EPT Training you provided to the student whose credentials are written above within the scope of professional development and career planning.  |

**Annex-2**

**EPT STUDENT EVALUATION FORM**

|  |  |  |
| --- | --- | --- |
| **Name Surname** |  | **Date:…/…./202…** |
| **Student No** |  | **Class:** |  |
| **PERSON/ORGANIZATION PROVIDING EPT TRAINING**(The authorized Veterinarian will fill out this field) |
| **During the student's 'EPT Training' period;** | **Evaluation** |
| **Insufficient** | **Weak** | **Average** | **Good** | **Excellent** |
| Interest in work |  |  |  |  |  |
| Sense of responsibility and desire to improve oneself |  |  |  |  |  |
| Compliance with rules |  |  |  |  |  |
| Effective time management and work speed |  |  |  |  |  |
| Communication skills |  |  |  |  |  |
| Problem-solving ability |  |  |  |  |  |
| Ability to use tools and equipment |  |  |  |  |  |
| Ability to use appropriate and sufficient materials |  |  |  |  |  |
| Would you evaluate the optional 'EPT Training' program planned by our faculty for our students? |  |  |  |  |  |
| Please provide any opinions and comments you deem necessary. |
| Approval (Authorized Veterinarian) | **Date:…./…./202…** |
| **Name Surname: Signature:** |
| **We would like to thank you for your evaluation and suggestions regarding the EPT Training you provided to the student, whose credentials are listed above, within the scope of professional development and career planning.**  |

**Annex-3**

**EPT PROVIDER EVALUATION FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  **Dear Student,** |  |  |  |  |  |
|  This survey has been prepared to assess the quality of services and the needs of EPT providers. The results will help guide the more efficient and effective implementation of future EPT training. Therefore, we sincerely ask you to complete the survey form and thank you for your valuable contributions. |
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|  |  |  |  |  |  |
| **1) EPT Provider's Information** |  |  |  |  |  |
|  Name Surname: | Internship Location:  |   |  |   |   |
|  Training Date:  | Duration/Hours |  |   |   |
|  **2) Student Information (Optional)** |
|
|  Name Surname: |  |   |
|  No : |  |   |
|   |   |   |   |   |   |
| **3) EPT PROVIDER EVALUATION CRITERIA** | **Insufficient** | **Weak** | **Average** | **Good** | **Excellent** |
|
|  3a) Mastery of the subject of education in terms of theory and practice |   |   |   |   |   |
|  3b) Contribution to your personal development |   |   |   |   |   |
|  3c) Presentation of the subject with appropriate methods and techniques |  |  |  |  |  |
|  3d) Effective and efficient use of time |   |   |   |   |   |
|  3e) Providing motivation and communication skills |   |   |   |   |   |
|  3f) Illustrating the content of the training with current topics and studies |   |   |   |   |   |
|  3g) Other (Please specify) ............................................................................) |   |   |   |   |   |
|  **4) EPT PROVIDER CRITERIA** | **Insufficient** | **Weak** | **Average** | **Good** | **Excellent** |
|
|  4a) Compliance with the expectations stated at the beginning of the training |   |   |   |   |   |
|  4b) The contribution of education to your professional development |   |   |   |   |   |
|  4c) The contribution of education to your personal development |   |   |   |   |   |
|  4d) The contribution of education to your motivation |   |   |   |   |   |
|  4e) The adequacy of the time allocated to the subject of education. |   |   |   |   |   |
|  4f) The adequacy of educational materials. |   |   |   |   |   |
|  4g) Level of reinforcement of the educational subject by the examples |   |   |   |   |   |
|  4h) Other (Please specify) ...............................................................................) |   |   |   |   |   |
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