

T.C.
ATATÜRK UNIVERSITY
FACULTY OF VETERINARY MEDICINE
PRINCIPLES OF APPLIED TRAINING

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Faculty Board Session No: 2025/6, Decision No: 4

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PART ONE

Purpose, Scope, Basis and Definitions

Purpose

Article 1- (1) The purpose of these regulations for practical training is to regulate the procedures and principles related to practical training conducted in maturity training, clinical and applied courses in the educational curriculum, aimed at enhancing the professional knowledge, skills, and experiences of the students of Atatürk University Faculty of Veterinary Medicine.

Scope

Article 2- (1) These regulations for practical training cover the definitions, classification, content, duration, attendance, and evaluation of students' performance related to practical training conducted in maturity training, clinical and applied courses, aiming to enhance the professional knowledge and skills acquired by Atatürk University Faculty of Veterinary Medicine undergraduate students from the first day.

Basis

Amendment, Faculty Board Decision dated 31.10.2022 (13)

Article 3- (1) These regulations for practical training are prepared based on:

- a) The Regulation on Practical Training in Higher Education published in the Official Gazette dated 17.06.2021 and numbered 31514,
- b) Article 13 of the Atatürk University Associate and Undergraduate Education, Training, and Examination Regulation published in the Official Gazette dated 17.07.2017 and numbered 30126,
- c) Atatürk University Directive on Practical Training accepted by the decision of Atatürk University Senate dated 14.01.2022 and numbered 1/4,

d) Atatürk University Faculty of Veterinary Medicine Education, Training, and Examination Regulations accepted by the decision of our University Senate numbered 103 in the session held on 29.07.2020.

Definitions

Article 4- (1) In these regulations for practical training:

a) European Credit Transfer and Accumulation System (ECTS) credit: The numerical value based on the total workload required for a student to successfully complete a course, encompassing all the activities necessary for students to acquire the knowledge, skills, and competencies to be gained,

b) Faculty: Refers to the Faculty of Veterinary Medicine,

c) Department: Refers to the Departments within the Faculty of Veterinary Medicine, which constitute a whole in terms of objectives, scope, and qualifications and consist of complementary or closely related Divisions of Science,

d) Division of Science: Refers to the Divisions of Science in the Faculty,

e) Education and Training Commission: A commission established to evaluate which courses or education and training achievements taken by students in the context of horizontal and vertical transfers or prior learning correspond to which courses or achievements in their new programs,

f) Maturity Training: A 14-week practical training in the Xth Semester of the Veterinary Faculty undergraduate program, actively involving students in clinical decision-making processes and practices, including active participation in health service provision, including on-call duties, aimed at developing knowledge, skills, and responsibilities related to veterinary medical practices,

g) Maturity Training Logbook: The notebook containing the content of the applications to be made in the application groups within the scope of maturity training and evaluating the success of the maturity training,

h) Maturity Training Commission: The commission determines the content of the maturity training programme, educational opportunities, the duties and responsibilities of the maturity training in student, study periods, attendance and evaluation status, the list and groups of students who will participate in maturity training. The commission submits the opinions and suggestions of the related semester to the Dean's Office together with the attendance and success status at the end of the semester, and is appointed by the Dean and includes one of the deputy department heads from each department.

i) Maturity Training Student: A student who has taken all of the courses given in the first IX semester of undergraduate education and has failed at most 2 (two) courses, is entitled to receive practical training and registers for the Xth semester,

j) Application Group: The 14 application groups given in Annex-1 where maturity training will be carried out in the form of rotation,

k) Establishment: Public and private institutions, organizations, and workplaces producing goods and services,

l) Practice Evaluation Form: A form filled out by the responsible faculty member for each student, containing information, observations, and evaluations related to the practical training processes and students' performance in practical training activities for clinical and applied courses,

m) Dean: Refers to the Dean of the Faculty of Veterinary Medicine,

n) Dean's Office: Refers to the Dean's Office of the Faculty of Veterinary Medicine,

o) Commission: Refers to the Practical Training Commission,

p) Practical Course (Amendment Faculty Board Decision 13,07,2023): Courses within the scope of the diploma program of the Faculty that actively involve students in practices in the University, Faculty, enterprises, laboratories, hospitals, and applied areas, allowing the development of their knowledge, skills, and competencies, including the graduation thesis course but not including internships,

q) Practical Training File: A document, notebook, development file, form, report, or similar document that students are required to prepare for the evaluation of their success in practical training,

r) Practice Group: Refers to the practice group formed in the classroom as needed during the stage of conducting practical training activities.

s) Internship: Refers to the professional work that students undertake in businesses outside the educational institution where they receive theoretical and practical courses specifically designed for the program, apart from the courses given at higher education institutions. The aim of the internship is to enhance students' professional knowledge, skills, attitudes, and behaviors specified in their curriculum, familiarize them with the industry, help them adapt to the professional environment, gain experience, and grow in real production and service environments.

t) Internship Evaluation Form: It refers to the form filled out by the business for each student, containing information, observations, and evaluations related to the practical training processes. This form includes the business's assessments of students' practical training activities.

PART TWO

Duties and Responsibilities

Duties and Responsibilities of the Dean

Article 5 - (1) The duties and responsibilities of the Dean are as follows:

- a) Coordinating the planning and implementation of practical training activities,
- b) Signing contracts related to the Faculty within the scope of practical training with enterprises, if authorized by the Rector, or submitting these contracts to the Rector for approval,
- c) Establishing the Faculty Practical Training Commission,

d) Appointing coordinators to contribute to the resolution of students' issues related to practical training.

Duties and Responsibilities of the Practical Training Commission

Article 6 - (1) The term of office for the chairperson and members of the commission responsible for planning, implementing, and coordinating practical training activities is 3 (three) years as designated by the Dean.

(2) The duties of the Practical Training Commission are as follows:

- a) Coordinating and ensuring harmony between departments/divisions of science for the effective and efficient execution of practical training, monitoring practical training activities on-site,
- b) Organizing introductory and guiding meetings for students within the scope of practical training,
- c) Organizing the preparation and usability of documents (Practical Training Journal, Practical Training File, Practical Training Forms, Practical Training Reports, and similar documents) to be used in practical training,
- d) Organizing surveys and interviews related to practical training and preparing reports on the trainings when necessary,
- e) Making final decisions regarding the practical training files,
- f) Organizing the necessary organization for the execution and completion of processes related to practical training in the Student Information System,
- g) Performing other duties assigned by the Dean.

Duties and Responsibilities of the Head of the Division of Science/Responsible Faculty Member

Article 7 –

- a) Ensuring the completion, examination, and approval of f notebooks or forms for each student undergoing practical training,
- b) Monitoring absences, discipline, and other matters related to practical training and collaborating with the responsible faculty member.

Duties and Responsibilities of the Establishment

Article 8 - (1) The duties and powers of the enterprise where professional training is provided within its structure are as follows:

- a) Appointing a sufficient number of qualified educational staff members with professional competence in consideration of the number of students to undergo practical training within its structure,
- b) Approving the practical training acceptance form of the student who will undergo practical training,

- c) Approving the establishment evaluation form for each student undergoing practical training,
- d) Ensuring that practical training activities are carried out in environments compliant with the provisions of the Occupational Health and Safety Law dated 20/06/2012.

Responsibilities of the Students

Article 9 - (1) Responsibilities of the students in practical training are as follows:

- a) Students conduct practical training activities under the supervision of faculty members and research assistants, complying with official work and ethical rules in clinical, laboratory, and enterprise applications.
- b) They record non-internship practical activities in the relevant books or forms and obtain approval from the responsible faculty members.
- c) Students undergoing practical training are subject to the relevant regulations of the Faculty regarding permissions or absenteeism periods during practical training.
- d) They are obliged to use the materials, equipment, and devices in the educational field properly.

PART THREE

Education Program, Duration of Practice Group Training, Training Facilities, Absences, and Evaluation

Training Facilities

Article 10 - (1) During the practical training of the students, the facilities provided by the Faculty such as laboratories, animal hospitals, diagnostic and analysis laboratories, clinical skills laboratory, mobile clinical facilities, as well as University-owned and external farms, food processing plants, etc., will be utilized. Administrative permissions required for the use of both on-campus and off-campus facilities are obtained by the Dean's Office based on requests from the Division of Science.

Absences

Article 11 - (1) The provisions of the relevant legislation are applied for practical trainings.

(2) The student must complete each course's specified and numerically determined practical sessions.

Evaluation

Article 12 - (1) The assessment processes for practical training are carried out in accordance with the relevant legislation provisions.

PART FOUR

Internship

Objective of the Internship

Article 13 - (1) The objective of the internship is to complement and strengthen the professional knowledge, skills, and attitudes of students in the Veterinary Faculty's curriculum.

Timing, Duration, and Attendance Requirement of the Internship

Article 14 - (1) Internships take place outside the regular academic periods and examination periods. Students graduate upon successful completion of all the courses and internships specified in the curriculum.

(2) Students attending summer school cannot undertake internships during the summer school period.

(3) A student who has completed all the courses but has not completed the internship can complete it at any time determined by the Internship Commission.

(4) The internship consists of 25 working days of **pre-clinical internship** and 25 working days of **clinical internship**, totaling 50 working days.

(5) The student conducts the **pre-clinical internship** during the summer term following the 6th semester. This internship is evaluated as 5 ECTS credits and is included in the curriculum of the 6th semester.

(6) The student conducts the **clinical internship** during the summer term following the 8th semester. This internship is evaluated as 5 ECTS credits and is included in the curriculum of the 8th semester.

(7) These internship programs encompass activities aimed at preparing students for competency in using information, synthesis, and decision-making from the first day after graduation.

(8) For the student to be eligible for the **pre-clinical internship**, they must have completed at least 170 ECTS credits, and for the student to be eligible for the clinical internship, they must have completed at least 230 ECTS credits.

(9) The **clinical internship** cannot be undertaken before the successful completion of the **pre-clinical internship**.

(10) The internship starts and ends according to the schedule determined by the Internship Commission.

(11) Attendance is mandatory during the internship. Missed days due to valid excuses must be compensated. The compensated days cannot exceed 3 (three) working days in each internship period. To compensate for more than 3 (three) working days of internship, the student must apply to the Faculty Dean's Office with a written petition. The entire internship that requires more than 3 (three) days of compensation must be repeated.

(11) Internships conducted on official holidays are not included in the mandatory internship period.

(12) Exceptional cases regarding the internship period are applied according to the relevant articles of Atatürk University Regulations on Applied Training and Faculty Board Decisions.

Internship Place and Application

Article 15 - (1) It is essential for students of Atatürk University Faculty of Veterinary Medicine to undertake internships in the fields specified below during the summer vacation period. Internships can be carried out in domestic and international institutions and organizations where a veterinarian with at least 5 years of professional experience works and where the minimum professional competencies determined by the Faculty Internship Commission can be provided.

(2) The student can undertake the Pre-Clinical Internship in the following areas:

- Ministry of Agriculture and Forestry;
- Agricultural Enterprises General Directorate Enterprises
- Livestock Research Institutes
- Veterinary Control and Research Institutes
- Rinderpest Institute Directorate
- Livestock Farming Branch Directorates in provinces/districts
- Livestock General Directorate
- Fisheries and Aquaculture General Directorate
- Caucasian Bee Production, Training, and Gene Center Directorate
- Veterinary drug companies
- Private/public animal feed industry enterprises
- Private/public dairy cattle farms (must have a minimum capacity of 100 breeding dairy cows)
- Private/public fattening cattle farm (must have a minimum capacity of 100 fattening cattle)
- Private/public small ruminant farm (must have a minimum capacity of 250 animals)
- Private/public horse breeding establishments
- Private/public poultry farming establishments
- Private/public laboratory animal production centers
- Private/public fisheries and aquaculture enterprises
- Private/public beekeeping establishments (in establishments with at least 100 beehives)
- Private/public research laboratories

(3) The student can undertake the Clinical Internship in the following areas:

- Ministry of Agriculture and Forestry;
- Agricultural Enterprises General Directorate Enterprises
- University animal hospitals outside Atatürk University Faculty of Veterinary Medicine
- Livestock Research Institutes
- Veterinary Control and Research Institutes

- Rinderpest Institute Directorate
- Food Control Laboratories
- Livestock Farming Branch Directorates in provinces/districts
- General Directorate of Nature Conservation and National Parks
- General Directorate of Food and Control
- Livestock General Directorate
- National Food Reference Laboratory Directorate
- Other relevant units affiliated with the Ministry of Agriculture and Forestry
- Directorate of Veterinary Health Products and Public Health
- Private animal hospitals
- Private veterinary clinics
- Private veterinary diagnostic laboratories
- Veterinary drug companies
- Private or public animal product production facilities and slaughterhouses

(4) Other places requested by students outside the specified internship locations are evaluated by the Internship Commission.

(5) Internships cannot be conducted in establishments or businesses owned by the student, their family, or relatives.

(6) Internship dates are determined and announced by the Internship Commission within the fourth week of the spring semester.

(7) The student submits the Mandatory Internship Form (in triplicate) containing information about the institution/workplace where they want to intern and approved by the institution/workplace authority to the Dean's Office at least 30 days before the internship start date.

(8) Applications evaluated and approved by the Internship Commission are confirmed by the Dean's Office in the Atatürk University Student Information System (SIS), and approved applications are transmitted to the Health, Culture, and Sports Department.

(9) Students can also undertake internships abroad without disrupting the regular academic program. Insurances for internships conducted abroad are not covered by the University. Applications in such cases are made in accordance with the relevant articles of Atatürk University Regulations on Applied Training.

Tasks During the Internship Period

Article 16 - (1) Students receive their internship diaries from the Dean's Office.

(2) During the internship period, the student gets the Internship Diary signed daily by the authorized person in the institution/company.

(3) The student can submit a petition to the Dean's Office regarding any issues faced during the internship.

(4) At the end of the internship, the student receives the closed internship diary, which is filled out and approved secretly by the institution/company authority, from the Dean's Office, for delivery to the Internship Commission upon signature.

Tasks and Evaluation at the End of the Internship

Article 17 - (1) Students submit their **internship diaries** to the Dean's Office upon completion of the internship period.

(2) The institution/company submits the **Internship Evaluation Form**, evaluated based on confidentiality, in a closed envelope to the Dean's Office within a maximum of 2 (two) weeks.

(3) The Internship Commission evaluates the internship on a scale of 100 (hundred) full points.

(4) The Internship Committee determines the overall performance grade of the intern student out of 100 points by considering the 60 points given by the institution/company and the 40 points assigned for the evaluation of the internship diary. An internship is considered successful for scores of 50 and above. Internships that are unsuccessful must be repeated. In case of conflicting evaluations from the institution/company, the Internship Committee makes the final decision.

(5) The evaluation results are reported to the Dean's Office by the Internship Committee within 30 days following the submission deadline of the internship diary.

(6) Students whose internships are rejected, who fail the internship, or whose internships need to be compensated, must repeat the internship. The student's excuse and the need for repeating the internship are reported to the Directorate of Health, Culture, and Sports by the relevant department.

Appeals

Article 18 - (1) Students can appeal the internship evaluation results by submitting a petition to the Dean's Office within 5 (five) business days following the announcement of the results. Appeals are processed according to the provisions of "Atatürk University Associate Degree and Undergraduate Education-Training and Examination Regulation."

Internship Transfer and Exemption Request

Article 19 - (1) Students who are placed through the Vertical Transfer Exam (DGS) or other central placement exams or those who register through horizontal transfer and document their previous internships may be accepted or rejected based on the decision of the Internship Committee. For students granted exemption, if there is no letter grade for the internship, it is recorded as CC in the Student Information System (SIS/ÖBS).

(2) Students who document at least 1 (one) year of work in their profession with the Social Security Institution service statement can be exempted from one or both of their mandatory internships (pre-clinical internship or clinical period internship) with the proposal of the

Internship Committee and the decision of the Faculty Board. Internships for these students are recorded as CC in the Student Information System (SIS/ÖBS).

Formation and Term of Faculty Internship Committee

Article 20 - (1) The Internship Committee is appointed by the Dean among the faculty members to manage the internship procedures of students. The Internship Committee consists of at least 3 faculty members.

(2) The term of office for the internship committee is 3 years. Members whose terms have ended may be reappointed. If a member leaves for any reason before the end of their term, new member(s) are appointed to complete the remaining period.

Duties of the Dean's Office

Article 21 - (1) Duties of the Dean's Office:

- a) To form the Internship Committee,
- b) To announce the internship places determined by the Internship Committee,
- c) To accept internship applications from students,
- d) To print and distribute the internship diary prepared by the Internship Committee to students,
- e) To collect and submit the internship diary for signature to the Internship Committee upon completion of the internship,
- f) To announce the evaluation results determined by the Internship Committee,
- g) To make decisions on evaluations made by the Internship Committee regarding excuses preventing the completion of the internship,
- h) To report incomplete internships to the Directorate of Health, Culture, and Sports.
- i) Evaluating Internship Transfer and Exemption Requests.

Duties of the Faculty Internship Committee

Article 22 - (1) Duties of the Faculty Internship Committee:

- a) To determine the minimum professional competencies that the student must gain during the internship period and to create an approved internship diary for all pages,
- b) To conduct preliminary work on internship places based on information from previous years and requests submitted by students,
- c) To evaluate whether internship places meet the professional qualifications. Based on the evaluation, to submit a list of internship places to the Dean's Office,

- d) To evaluate the Internship Form approved by the institution/company where the internship will be conducted and to deliver the necessary documents (approved Internship Form) to the Dean's Office,
- e) To evaluate the attendance and success status through the closed **internship diary** and **intern evaluation form** submitted secretly in a closed envelope after the internship,
- f) To report the success statuses to the Dean's Office after the final evaluation,
- g) To evaluate student opinions and complaints about internship places,
- h) To evaluate the competencies of the internship place and report their suggestions to the Dean's Office.

Student Responsibilities

Article 23 - (1) Student Responsibilities:

- a) To complete the mandatory internship form in the Student Information System (SIS/ÖBS) accurately and print it in triplicate, then get it approved by the Dean's Office and the institution/company where the internship will be held,
- b) To submit the Dean's Office-approved Internship Form to the Dean's Office,
- c) To receive the internship diary from the Dean's Office after obtaining signatures,
- d) To comply with the quality standards related to the internship place and exhibit attitudes and behaviors in accordance with ethical rules,
- e) To wear appropriate attire suitable for the internship place. To carry identification documents (student ID card, etc.) provided by the faculty or workplace.
- f) At the end of the internship, to submit the internship diary filled out and approved by the institution/company representative to the Dean's Office in person,
- g) To notify the Dean's Office within 5 (five) business days at the latest after the end of the excuse period if they cannot complete their internship due to an excuse.

Responsibilities of the Internship Place

Article 24 - (1) Responsibilities of the Internship Place:

- a) To approve the Mandatory Internship Form required for acceptance and insurance procedures,
- b) To collect and evaluate the **internship diary** from the student at the end of the internship, approve it, and return it to the student,
- c) To fill out and approve the **intern evaluation form** in accordance with the principle of confidentiality and send it in a closed envelope to the Dean's Office through the student or by mail,

- d) To complete and strengthen the professional knowledge, skills, and attitudes of students in a manner that will provide them with the minimum professional competencies during the internship,
- e) To act within professional ethical rules during the internship,
- f) To communicate with the Dean's Office regarding issues related to absence, discipline, and practical training.

PART FIVE

Maturity Training

Training Programme

Article 25 - (1) The maturity training program is a single module covering clinical practices, laboratory practices, internal and external professional practices. This program consists of a total of 29 ECTS for each student.

(2) Students who have taken all of the courses given in the first IX semesters of undergraduate education and failed at most 2 (two) courses can enroll in the maturity training program.

Application Group Training Periods

Article 26 - (1) Maturity training students who are included in the fourteen-week maturity training program must complete their education within the application periods given in Annex-1.

Training Facilities

Article 27- (1) Throughout the maturity training period, facilities such as the Faculty Animal Hospital, diagnostic and analysis laboratories, clinical skills laboratories, mobile clinic facilities, university and external farms, and food facilities are utilized. Administrative permissions required for the use of facilities within and outside the University are taken by the Dean's Office, taking into account the calendar to be determined by the maturity training commission.

Absenteeism

Article 28- (1) Maturity training students cannot be absent more than 20% of the total course hours of each course in the application groups.

(2) A student who fails the attendance of any course in the Maturity training module is considered absent from the entire Maturity training and cannot take the final exam.

Evaluation

Article 29- (1) Maturity training evaluation procedures are carried out according to the following principles;

In evaluation procedures;

- a) The education logbook prepared in accordance with the education contents determined by the maturity training commission, printed by the Dean's Office and distributed to the maturity training students in the first week of the X. semester and the final exam are taken as basis.
- b) For each application group, the relevant Department makes an evaluation of the maturity training student as successful / unsuccessful, taking into account the attendance and education logbook, and notifies the Dean's Office in the last week of the education.
- c) In order for the student to take the final exam, he/she must have successfully completed the practices of each practice group in the maturity training. A student who fails in the continuation of any application group cannot take the final exam.
- d) In the evaluation of maturity training, a single final exam with a weight of 100% is held. The final exam consists of two exams, the clinical sciences exam with a weight of 60% and the Clinical Laboratory Diagnosis / Food and Public Health / Animal Science/ Animal Nutrition and Nutritional Diseases exam with a weight of 40%. The question weights of the application groups in these exams are determined by the Faculty Board during the spring semester course registration week. The lower limit of raw achievement (HBAL) in the final exam of maturity training is 70 points. Students whose raw achievement scores are below 70 are considered unsuccessful and evaluated with a grade of FF.

Responsibilities and Duties

Responsibilities of the Maturity Training Commission

Article 30- (1) The Commission is responsible for ensuring that maturity training is carried out in line with the educational objectives and in accordance with the curriculum of the Faculty and for ensuring coordination between maturity training students and the Dean's Office.

Duties of the Maturity Training Commission

Article 31 - (1) The duties of the Maturity Training Commission are as follows:

- a) At the commencement of each academic year, the Commission delineates the objectives, methods, and contents of training within the application groups. It specifies the tools, equipment, and facilities necessary for education and submits these to the Dean's Office.
- b) Meet with maturity training students at the beginning and end of the X. semester. In the meeting held at the beginning of the semester, it informs about the content of the maturity training, the work and procedures for its execution (operation and responsibilities) and the expected results to be obtained. At the meeting held at the end of the semester, it evaluates the education process. The Commission records these meetings and submits them to the Dean's Office.
- c) The Commission reviews maturity training logbooks at the semester's end, evaluating instances of failure and absenteeism.
- d) At the end of the Xth semester, the Commission presents a report to the Dean's Office containing evaluations and recommendations regarding maturity training.

Responsibilities of Maturity Training Students

Article 32- (1) The responsibilities of maturity training students are as follows

- a) At the beginning of maturity training (X. semester), they attend the meeting to be held by the maturity training commission.
- b) Receive the education logbooks to be prepared by the maturity training commission from the Dean's Office against signature.
- c) During their rotations in practice groups, they perform clinical, laboratory and field practices under the supervision of faculty members and research assistants within ethical rules.
- d) They get the applications approved by the faculty members responsible for the application.
- e) Comply with the requirements of the quality certificates specified for the laboratory, clinic and facility during the practices.
- f) At the end of the X. semester, they submit their education logbooks to the Dean's Office with their signatures.

ANNEX-1:

Application Group	Total Duration (Course hours in term)	Percentage*
Surgery	112	%20,00
Obstetrics and Gynecology	112	%20,00
Fertilization and Artificial Insemination	72	%12,86
Internal Medicine	112	%20,00
Clinical Laboratory Diagnosis**	48	%8,57
Animal Science	24	%4,29
Animal Nutrition and Nutritional Diseases	16	%2,86
Food and Public Health	48	%8,57
Mobile Clinic	16	%2,86

*It expresses the % ratio of the practice group in the total training period of 14 weeks.

**Clinical Laboratory Diagnosis Practice Group; Biochemistry-Physiology, Pharmacology and Toxicology, Microbiology, Parasitology, Pathology, Virology Departments' clinical applications

PART SIX

Applied Course

Article 33 - (1) It is essential to conduct the applied course on the specified days and times in the course program related to the subject. However, if deemed necessary, the applied course can be conducted at different times than those specified in the course program.

The calculation of ECTS credits for the applied course is made within the calculation of the ECTS credit of the related course; additionally, ECTS credit is not calculated separately.

Evaluations related to the applied course are carried out by the instructors who teach the relevant course.

In determining, defining, and classifying the practical training sessions, the principles of the Pre-Graduation Veterinary Education National Core Education Program (VUÇEP) and accreditation organizations for Veterinary Education are followed. Within this scope, the practical training sessions are monitored through forms prepared by the Department Heads.

Procedures and processes related to applied courses are carried out through the Student Information System and the E-VET automation system.

(2) The graduation thesis course is opened annually and continues throughout the ninth and tenth semesters.

The execution and evaluation of the graduation thesis course is carried out according to the following principles;

a) Students can enroll in this course in the ninth and tenth semesters. Students are responsible for conducting and presenting their graduation thesis under the supervision and control of the advisor determined by the Dean's Office. At the end of the IXth semester, the student must make a presentation to the Graduation Thesis Jury about the thesis topic.

b) Graduation Thesis Advisors are announced by the Dean's Office within a week following the end of the course registration approvals of each academic year. The graduation thesis advisor is responsible for guiding the student in planning, conducting, interpreting findings, writing, and presenting the graduation thesis.

c) Graduation thesis topics are determined based on the principles below.

d) After the advisor appointment, within a maximum of 4 weeks, the graduation thesis topic is determined jointly by the graduation thesis advisor and the student, and the form in Annex-2 is filled out and submitted to the Dean's Office. The graduation thesis topic can be a practical study or a compilation or research-oriented work. Graduation theses are written following the "Graduation Thesis Writing Guide" specified in Annex-4.

e) The graduation thesis is presented within a program determined and announced by the Dean's Office before the end-of-semester exams of the spring semester.

f) Presentations should be prepared to last a minimum of 15 and a maximum of 30 minutes.

g) Presentations are open to the participation of all students and academic staff.

h) Students who cannot write and/or present their thesis due to various reasons are given an additional (compensation) period of 1 month starting from the end of the spring semester exams. Students who are not successful during the compensation period retake the Graduation Thesis II course.

i) Students taking this course must attend 80% of the graduation thesis presentations.

j) The completed and successful "Graduation Thesis" and the Graduation Thesis presentation file are submitted to the advisor in electronic form (PDF) by the end of the first week of the spring semester exams. Graduation thesis advisors must submit the Graduation Thesis, the Graduation Thesis Evaluation Form given in Annex-3, the graduation thesis presentation file, and the attendance list of the graduation thesis presentations to the Dean's Office by the end of the second week of the end-of-semester exams. Graduation Thesis Advisors must enter the grades for Graduation Thesis I and Graduation Thesis II courses into the Student Information System by the start date of the fall and spring semester resit exams. Graduation thesis advisors are required to retain the "Graduation Thesis" in electronic form (PDF) within the legal retention period."

PART SEVEN

Miscellaneous and Final Provisions

Other Provisions

Article 34 – (1) The Faculty determines the issues related to practical training and the forms to be used in this context, and publishes them on its official website.

Cases not covered by the regulations

Article 35 – (1) In cases where there are no provisions in the regulations regarding these practical trainings; relevant legislation, decisions of the Council of Higher Education, decisions of the Senate, decisions of the University Board of Trustees, decisions of the Faculty Board/Faculty Executive Board are applied.

Repealed legislation

Article 36 – (1) The Atatürk University Faculty of Veterinary Medicine Maturity Training and Internship Directive has been repealed.

Effectiveness

Article 37 – (1) These Principles of Applied Trainings enter into force on the date of acceptance by the Faculty Board to be implemented as of the 2023-2024 Academic Year.

Implementation

Article 38 – (1) The Dean implements the provisions of these Regulations for Practical Trainings."

ANNEX-2:



**ATATURK UNIVERSITY
FACULTY OF VETERINARY MEDICINE
GRADUATION THESIS SUBJECT DETERMINATION
FORM**

STUDENT'S;

Name, Surname : _____

Faculty Number : _____

The subject of the student's graduation thesis was determined as

“ _____


_____”

Date: ____/____/____

Supervisor Faculty Member

Title, Name, Surname :

ANNEX -3:

		ATATURK UNIVERSITY FACULTY OF VETERINARY MEDICINE GRADUATION THESIS EVALUATION FORM	
STUDENT's;		DATE : ____/____/____	
Name Surname : _____			
Faculty Number : _____			
Thesis title : “ _____ _____ _____”			
EVALUATION		Score (10/100)*	
1	Originality of the Topic		
2	Organizing		
3	Content and Use of New Information		
4	Style and Use of Words		
5	General Literature Information		
6	Mastering the Subject		
7	Use of Time, Presentation Time		
8	Speaking Skills and Diction		
9	Use of Visual Materials		
10	Student's performance during the year (Regularity, investigative, interest and motivation)		
EVALUATION SCORE			
SUCCESSFUL <input type="checkbox"/>		FAILURE <input type="checkbox"/>	
GRADUATION THESIS JURY			
Supervisor Faculty Member:			
Faculty Member:			
Faculty Member:			

ANNEX -4:

Graduation Thesis Writing Guide

Rules to be Followed by Atatürk University Faculty of Veterinary Medicine Students
in Preparing Graduation Thesis

1. Thesis Sections:

1.1. Graduation Thesis in the Form of Literature Review:

- Cover Page
- Acknowledgment Page
- Table of Contents
- List of Abbreviations*
- List of Figures and Tables*
- Abstract
- English Abstract
- Introduction
- References
- Appendices*
- Curriculum Vitae

1.2. Graduation Thesis in the Form of Research:

- Cover Page
- Acknowledgment Page
- Table of Contents
- List of Abbreviations*
- List of Figures and Tables*
- Abstract
- English Abstract
- Introduction
- Materials and Methods
- Results
- Discussion
- References
- Appendices*
- Curriculum Vitae

2. Cover Page:

The design of the cover page should be prepared as given on the last page.

3. Acknowledgment Page:

This section acknowledges the contributions of individuals and organizations to the study, describing the nature of their contributions.

4. Table of Contents:

This section contains all chapter and sub-chapter titles along with their corresponding page numbers in the thesis.

5. Abbreviations:

Frequently used terms in the text can be abbreviated when necessary. These terms are written out in full the first time they appear in the text, followed by the abbreviation in parentheses. Subsequently, abbreviations are used in the text.

6. List of Figures and Tables:

The serial numbers, titles, and page numbers of the tables and figures used in the text are provided in list format.

7. Abstract:

This section provides a summary of the research, including the objectives, materials, methods, findings, discussions, and conclusions. It should not exceed one page.

Keywords: Keywords should be selected from the "Turkish Science Terms" (<http://www.bilimterimleri.com/tr-index.html>). There should be a maximum of 5 keywords. Turkish keywords are arranged alphabetically according to Turkish, and English keywords are arranged alphabetically according to English. Commas (,) are placed between each keyword, and a period (.) is placed after the last keyword.

8. English Abstract:

Titled "**ABSTRACT**," this section includes the English translation of the abstract. The title of the thesis is written in English.

9. Introduction:

This section provides essential literature information related to the topic to facilitate the reader's understanding. Additionally, the purpose of the study is explained in this section.

10. Materials and Methods:

All tools and methods used in the research are explained in detail in this section. Statistical analysis information is provided at the end of the "Materials and Methods" section under the heading "Statistical Analysis."

11. Results:

This section includes the processing, classification, and analysis of the raw data collected during the research. Tables, graphs, and figures are used to present the results.

12. Discussion:

The methods used and the findings obtained are discussed in this section. The results are compared with similar studies if available, and the reasons for differences are analyzed.

13. References:

13.1. Citation of Sources in the Text:

The sources used in the graduation thesis are numbered in order of use and written in the references section. The source number is written in parentheses before the punctuation

mark in the text. For example, "Increasing environmental pollution poses serious health risks (1-3)."

If a sentence contains multiple expressions and different sources are used, the source number is given at the end of the sentence.

If a paragraph is based entirely on one source or more than one source of the same nature, source numbers are given at the end of the paragraph. In successive paragraphs based on the same source, the same source number is given at the end of each paragraph.

13.2. Formatting of Sources:

The sources used in the thesis are written with single line spacing. A 1.5-line space is left between two sources.

13.3. Examples of Source Formatting:

a. If the source is an article:

Varoglu AO, Yildirim A, Aygul R, Gundogdu OL, Sahin YN. Effects of valproate, carbamazepine, and levetiracetam on the antioxidant and oxidant systems in epileptic patients and their clinical importance. *Clinical Neuropharmacology*, 2010, 33: 155-157.

b. If the source is a book:

Lawrie RA., 2002. *Lawrie Meat Science*. 6th ed., 330-335, Woodhead Publ., Cambridge.

c. If the source is a chapter in a book:

Mark E. 1989. Thyroid diseases. In "Textbook of Veterinary Internal Medicine", Ed., SJ Ettinger, 6th ed., 230-250, W.B. Saunders Company, Philadelphia.

d. If the source is a thesis:

Aktaş MS., 2005. The effect of *Saccharomyces boulardii*, a probiotic, on antibiotic-induced diarrhea in dogs. Ankara University, Institute of Health Sciences, Turkey.

e. If the source is a publication of an organization:

FAWC, 1991. Report on the European Commission proposals on the transport of animals. London, MAFF Publ.

f. If the source is software:

SAS, 1990. SAS user's guide: Statistics, 4th ed., Sas Institute, Cary.

g. If the source is from the internet:

Anonymous, 2012. Epithelial-cells, <http://www.cellapplications.com>. [Accessed: 20.03.2012].

14. Curriculum Vitae:

This section includes the student's place and date of birth, schools attended, start and graduation dates of these schools, organizations joined, activities participated in, and marital status.

15. General Formatting Rules for Thesis Preparation:

In the preparation of the thesis, the rules specified in the Turkish Language Association Writing Guide or Dictionary must be followed. Whenever possible, Turkish words should be used.

The paper used for the thesis is of international standard A4 size. Leave 3 cm margins at the top and bottom, 2.5 cm on the right side, and 4 cm on the left side of the page.

The font used in the thesis is "Times New Roman"; Style is "Normal"; Size is "12".

1.5-line spacing is used in the thesis. Chapter headings are bold and written in capital letters.

"Chain numbering" method is used in thesis writing.

Pages preceding the introduction of the thesis are numbered with Roman numerals (I, II, III, IV, ...) in the middle bottom of the page. Then, starting from the first page of the introduction section, page numbers 1, 2, 3, 4,... are placed at the bottom center of the page. Chapter headings should be written in capital letters.

Subheadings of the chapters should be written with only the first letter capitalized. All headings should be written in bold with a size 12 and at the same line as the text.

Units and Abbreviations: The expansion of each abbreviation should be provided the first time it appears in the text. International Standard units (SI system) should be used for units and measurements. Names of species and genera should be italicized. A period should be used for decimals in numerical and statistical data (e.g., 44.5; 0.82; % 97.7; $P < 0.01$, etc.).

Tables and Figures: Figures, graphs, photos, and illustrations should be referred to as "Figure" both in the titles and within the text. Tables and figures should be numbered sequentially according to their appearance in the text and should not be abbreviated (e.g., Figure 1, Table 1). Any abbreviations used in tables and figures should be explained below the table or figure.

The final format of the graduation thesis should be prepared digitally in PDF format and submitted to the advisor faculty member.

The graduation thesis cover page template is provided below.

T.R.
ATATURK UNIVERSITY
FACULTY OF VETERINARY MEDICINE
Graduation Thesis
(Letter size 12, line spacing 1)

**THESIS CAPTION (CAPITAL LETTERS, LETTER
SIZE 18, LINE SPACING 1.5, BOLD)**

Student's Name and Surname (Letter size 16, bold)

Thesis Supervisor: Title, name and surname (Letter size 14)

Erzurum- Year (Letter size 12)