



I approve

Rector, Chairman of the Supreme Council
of University of Traditional Medicine
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REGULATION
ORGANIZING AND CONDUCTING OF THE STUDENTS' TRAINING AND
PRODUCTION INTERNSHIP
OF UNIVERSITY OF TRADITIONAL MEDICINE

1. General provisions

- 1.1 This regulation defines the procedure for organizing and conducting internships for students of University of Traditional Medicine.
- 1.2 This regulation and other internal regulatory documents are the basis of organizing and conducting internships.
- 1.3 The provisions of this regulation apply to students studying in the educational programs of the University's "General Medicine" and "Dentistry" specialties:
- 1.4. The main goal of the internship is:
strengthening students' theoretical knowledge through practical experience, giving theoretical knowledge practical application.

2. Organization and Management of Internship

- 2.1. The university organizes training and production internships for students.
- 2.2. Types of internships, duration and deadlines are set out in the curriculum.
- 2.3. The training-production practices enshrined in the curriculum are intended to be carried out in cycles, on duty formats.
- 2.4. Internships are organized and conducted in professional clinics and polyclinics on the basis of a bilateral agreement with the university.
- 2.5. Internships in other clinical databases are organized on the basis of the following documents:
 - Based on the student's application, the application is requested by the UTM to the relevant medical institution to organize the student(s)'s training internship.

Agreement or contract from the medical institution to ensure the training internship of the mentioned student(s).

In case of a positive answer, at least 15 days before the internship, the internship program is sent from the University to the relevant medical institution.

- The internship file stamped by the medical institution after the completion of the internship.
- 2.6. The head of Internship of the Educational part coordinates and supervises the training and internships, who liaises with clinical practice databases by providing them with the necessary information,
- The training part consists of internship test bulletins.
- 2.7. By the order of the Rector, faculty officers and internship supervisors are appointed by subjects and courses for organizing and conducting internships.
- **Head of educational and production practice**
 - divides internship group leaders and students according to the bases of internships,
 - organizes referral of students to internship databases (group or individual),
 - follows the internship process, provides methodological assistance to the internship supervisor,
 - submits a report after the internship.
 - **Internship group leader**
 - conducts preliminary consultations with students and clarifies the objectives of the internship, its timing, features, functions required of students
 - conducts internships, distributes students by departments.
 - The results of the practice are summarized by a test and the internship supervisor assesses the student according to Table 5 at the designated location in the student internship folder at the end of the internship.
 - based on the results of the internship, the intern supervisor fills in the relevant bulletin.
- 2.8. The professional chairs participate in the process of organizing the internship, by which the internship programs are developed in advance and approved.

3. Student's rights and responsibilities

- 3.1. Before starting the internship, students are informed about the goals, objectives of the internship, the timing of the internship, students' rights and responsibilities.
- 3.2. During the internship the student is obliged to
- to perform in time all the types of work envisaged by the internship program,
 - to obey the internal disciplinary rules of the clinical database,
 - to use the theoretically acquired knowledge and skills,
 - fill in the internship folder according to the instructions,
 - upon completion of the internship, to submit the completed internship file to the Faculty Officer of the internship, which is signed by the supervisor conducting the internship.
- 3.3. The student has the right to:
- get acquainted with the goals and objectives of the practice in advance,

- get acquainted with the conditions and opportunities of the clinical base for conducting internships,
- make suggestions for improving the internship,
- contact the intern supervisor, the head of the faculty of internship, the internship manager of the educational part, in case of any questions that have arisen during the internship,
- independently choose the clinical base of internship, agreeing in advance with the head of practice of the educational part,
- in case of unresolved issues during the internship, change the internship base with the written consent of the internship supervisor.

3.4. Students who have credits earned from the internship, is released from the internship at the rector's meeting, upon the suggestion of the student and s/he is considered passed.

4. Summary of internship results (assessment)

4.1. The student's internship is evaluated on the basis of the knowledge, skills, abilities acquired during the practice, as well as his / her independence and activity.

4.2. The results of the internship are summarized by a test and the internship supervisor describes and evaluates the student at the designated place in the student's portfolio after the internship.

4.3. In order to ensure the transparency and objectivity of the examination of the results expected from the student's internship in case of conducting an internship in another country, the final inspection is carried out through a remote platform (Zoom, etc.) with the participation of the University interns.

4.4. The final assessment of the practice takes place according to the multi-factor assessment system:

Table 1

ASSESSMENT COMPONENTS OF THE EDUCATIONAL PRODUCTION INTERNSHIP

Assessment components	Point
Duties (individual work)	14 points
Attendances	16 points
Ongoing testing	20 points
Final testing	50 points

4.5. The duty (individual work) is organized on an extracurricular basis, which is recorded in a folder, filling in the assignments or other actions performed during the duty, which must be written by the student in the relevant table, indicating the date and approved by the signature of the internship supervisor.

4.6. The attendance of the internships are assessed on the following scale:

Table 2

ATTENDANCE SCALE

Allocated points	Number of absent hours
16	0-2 hours
14	3-5 hours
12	6-9 hours
10	10-13 hours
8	14-17 hours
0	18 hours and more

In case of absence of more than 30%, the internship is considered not completed.

4.7. During the internship, the student must have at least 2 current marks.

The obtained grades are averaged and evaluated by a corresponding table:

Table 3

SCALE OF CURRENT VERIFICATION EVALUATION

Mark		Point 20
"Excellent"	10	20
	9	
"Good"	8	15
	7	
"Satisfactory"	6	10
	5	
"Unsatisfactory"	4	0

The current testing is performed during the internship. The internship assesses the student's current knowledge based on a written, oral or practical skills test of the previous material, recording the assessment in a registry book.

- 4.8. During the internship, the student can participate in duties up to 2 times, as an individual work, the student is given 7 points for each duty (maximum 14 points). The scale of assessment of individual work is presented in detail in the university's regulation of "Knowledge testing and assessment system".
- 4.9. The final internship examination is performed by the internship supervisor on the last day of the internship. The student is allowed to take the final test if she/ he has provided a complete knowledge of the required practical skills according to the list of practical skills presented in the individual worksheet diary.

The final test can be oral or test, and/or combined (oral + written). The final assessment is evaluated as follows:

Table 4

ASSESSMENT SCALE OF FINAL TESTING

Mark		Point 50
"Excellent"	10	50
	9	46
"Good"	8	40
	7	36
"Satisfactory"	6	30
	5	26
"Unsatisfactory "	4	0
Unpresent		0

4.10. The final score gained by the student during the internship is summarized by a test, according to Table 5:

Table 5

SCALE OF FINAL POINTS

Mark	Mark's point		Assessment's letter mark
"Excellent"	10	96-100	S
	9	90-95	
"Good"	8	80-89	S
	7	70-79	
"Satisfactory"	6	60-69	S
	5	51-59	
"Unsatisfactory "	4	50 and low	U.

- 4.11. A student is considered to have passed the test if s/he has obtained at least 51 points from the above-mentioned components / it is formed by the sum of the minimum points of each component: 7 (duties) + 10 (current progress) + 8 (attendance) + 26 (final test) = 51 points.
- 4.12. The head of the internship group records the student's summative score in the student's internship folder, by subtracting the unit obtained from each component and the final point.
- 4.13. The results of the internship are recorded in the bulletin, indicating the points scored by the student and providing a letter mark (in case of more than 51 points S-tested, less than 51 points - U-untested).
- 4.14. In case of not passing the internship or getting "untested" it is considered an academic debt, and the student is not given a corresponding credit.
- 4.15. In case of receiving the internship "untested", the student is given the opportunity to retake it according to the "Student's knowledge testing and assessment system" operating at the university.
- The student who has not "passed" the internship is obliged to complete the internship by the end of the next academic year through extracurricular duties, which will be organized in the University clinical bases, on a paid basis, setting 24000 AMD for 1 credit.

- 4.16. A student who has not "completed" the internship of the final courses is obliged to complete the internship before the end of the next semester.
- 4.17. The reports of the faculty supervisors, as well as the documents related to the organization and conduct of the internship are kept in the educational part.

5. Final provisions

- 5.1. This regulation is approved by the Scientific Council of the UTM.
- 5.2. Changes and additions to the regulations can be made by the decision of the Scientific Council of the UTM:
- Rector,
 - Members of the Scientific Council,
 - Student Council,
 - on the recommendation of the Quality Assurance Committee.