

INTERNSHIP DIRECTIVE

IŞIK UNIVERSITY INTERNSHIP DIRECTIVE

SECTION ONE

Purpose, Scope, Basis, Definitions

Purpose

ARTICLE 1 – (1) The purpose of the present Directive is to regulate the internship that Işık University students serve.

Scope

ARTICLE 2 – (1) The present Directive consists of the procedures and principles on compulsory and voluntary internship applications in Işık University’s associate and undergrade degree diploma programmes.

Basis

ARTICLE 3 – (1) The present Directive has been prepared on the basis of the Law of Higher Education NO: 2547; the Işık University Associate and Undergraduate Education and Examination Directive; and the Social Security And General Health Insurance Law No: 5510.

Definitions

ARTICLE 4 – (1) Definitions of some of the terms used in the present Directive are as follows:

- (a) Academic unit: A faculty or a vocational school of higher education;
- (b) Academic unit manager: The dean of a faculty or the principal of a vocational school of higher education;
- (c) Department manager: The head of department of a faculty or the programme advisor of a school of higher education;
- (d) Administrative board: An academic unit’s administrative board;
- (e) Workplace: A private or public institution or organization where a student serves his/her internship;
- (f) Intern supervisor: An employee authorized to evaluate the student’s internship work at the workplace where the internship is being served;
- (g) Rector: The Rector of Işık University,
- (h) Senate: The Senate of Işık University,
- (i) University: Işık University.

SECTION TWO

Internship Coordination Unit and Commissions

Internship Coordination Unit

ARTICLE 5 – (1) The duties of the Internship Coordination Unit, which functions under the Dean of Students Office, are as follows:

- (a) To facilitate coordination via supporting the academic units in carrying out the internship procedures consistently, effectively, and rapidly;
- (b) To create internship forms and to have them published on the related web page;
- (c) To support the academic units in finding the places for internship, to create a pool of places for internship as per the subjects and to announce these places;
- (d) To evaluate the suggestions of students about the workplaces for internship by taking the opinion of the related Unit/Department Internship Commission;
- (e) To prepare and publish informative web pages about internship-related matters;
- (f) To advice the students about internship-related matters;
- (g) To prepare internship agreements to be signed between workplaces and the University, to support their execution and to manage related correspondences;
- (h) To receive internship applications and to control application documents, to direct the students for corrections, where required;
- (i) To submit the internship applications to the related academic unit for approval;

- (j) To report the application result to students, to carry out the SSI and other official procedures;
- (k) To support the students who serve their internship;
- (l) To receive applications of extension, early finishing, cancellation of the internship period and to carry out the related procedures in cooperation with the related academic units.

Unit Internship Commission

ARTICLE 6 – (1) Each academic unit shall have a Unit Internship Commission consisting of a minimum of three academicians in addition to the academic unit manager.

(2) The academic unit manager shall preside the Unit Internship Commission.

(3) The members of the Unit Internship Commission shall be assigned by the academic unit manager for a period of three years.

(4) The duties of the Unit Internship Commission are as follows:

- (a) To ensure coordination between the internship applications carried out within the scope of the academic unit's programmes;
- (b) To define the conditions and requirements of the academic unit about internship and to advice the same to the academic unit administrative board;
- (c) To have the internship-related announcements of the related academic unit published on the related web pages;
- (d) To cooperate with the Internship Coordination Unit;
- (e) To carry out the Department Internship Commission duties at schools of higher education;
- (f) To pre-evaluate the voluntary internship applications and to advice to the academic unit administrative board;
- (g) To pre-evaluate the internship extension applications and to advice to the academic unit administrative board.

Department Internship Commission

ARTICLE 7 – (1) Each department of the faculty that performs programmes including compulsory internship shall have a Department Internship Commission consisting of a minimum of two academicians in addition to the head of department.

(2) The head of department presides the Department Internship Commission.

(3) The members of the Department Internship Commission shall be assigned by the head of department for a period of three years.

(4) The duties of the Department Internship Commission are as follows:

- (a) To define the conditions and requirements of the department and to advice the same to the Unit Internship Commission;
- (b) To have the internship-related announcements of the related department published on the related web pages;
- (c) To evaluate the convenience of the suggestions about places of internship;
- (d) To evaluate internship reports and to ensure processing of the grades.

SECTION THREE

Internships

General Principles

ARTICLE 8 – (1) It is essential that the internships are served in academic holidays and in consecutive business days. Nevertheless, students who have at least three free business days in a week (having no requirement to participate in any academic activity) can serve their internships on these days during their period of education.

(2) The public holidays (National and Religious Holidays, New Year Holiday, etc.) and non-working days shall not be included in the internship period. If the workplace operates during public holidays, this shall be mentioned on the internship form.

(3) Students of evening education can serve their internships during the period of education.

(4) Saturdays and Sundays shall be counted as working days only if they are mentioned on the internship form as working days by the related workplace. If the off days of the workplace are given in weekdays, this shall be mentioned on the internship form.

(5) Unexcused absence days during the internship period shall not be counted.

(6) In cases of absence for force majeure causes, the student shall present an incapacity report for the days of absence to the Internship Coordinator. The student's excuse shall be evaluated by the president of the related department internship commission and, if accepted, the internship period shall be extended for as many days of absence as reported.

(7) Any request for modification on the dates of internship service or cancellation shall be made to the internship coordination unit, one week before the beginning of internship. The request shall be evaluated by the related Unit Internship Commission.

(8) Students who have frozen their registration or are temporary suspended from the school as a disciplinary punishment cannot serve their internships during the period of freezing/suspension.

(9) If requested by the related academic unit, internships can be served at the University's laboratories (including the studio and atelier) or research centres. A student can serve at most one of his/her internships at the University.

Compulsory internship

ARTICLE 9 – (1) The duration of each compulsory internship is at least 20 and at most 30 business days. The application/evaluation procedures and durations of internships organized via special agreements and protocols shall be regulated with the related agreement and protocols.

(2) If considered convenient by the related academic unit, a compulsory internship can be extended to as long as the maximum duration of compulsory period.

Voluntary internship

ARTICLE 10 – (1) Students who are not obliged to serve or have completed their compulsory internship can apply for voluntary internship with the objective to improve their professional experiences.

(2) The voluntary internship shall be shown on the student's transcript as an extracurricular Voluntary Internship course.

(3) The official procedures of voluntary internships shall be carried out the same way as compulsory internships.

(4) If considered convenient by the related academic unit, a voluntary internship can be extended until the maximum compulsory period.

International internship

ARTICLE 11 – (1) The procedures of international internships shall be carried out in the same way as national internships.

(2) The SSI procedures of a student who serves his/her internship in a foreign worksite or branch of a company registered in Turkey, shall be completed. The SSI procedures are not required for other international workplaces.

Erasmus Internship

ARTICLE 12 – (1) Selection of students that will participate in the Erasmus+ Internship Mobility shall be made within the frame of the rules defined on the National Agency Execution Guidebook.

Application for Internship

ARTICLE 13 – (1) The application for internship shall be made to the Internship Coordination Unit with the related forms and attachments.

(2) It is compulsory to submit the application forms and required approvals to the Internship Coordination Unit 15 days before the start date of internship, at the latest.

Evaluation of internship studies

ARTICLE 14 – (1) In the end of the internship period, students shall prepare an Internship Report describing the works performed during the internship service.

(2) The Intern Supervisor shall approve the student's internship report, fill in the Internship Evaluation Document that evaluates the student's performance during the internship period and hand it to the student in a signed closed envelope.

(3) The student shall present the internship report, Internship Evaluation Document and other related documents to the Internship Coordination Unit within two months after the end date of the internship service.

(4) The controlled documents shall be submitted to the related Unit/Department Internship Commission for evaluation.

(5) The evaluation shall be completed and declared to the student within one month at the latest.

(6) The evaluation shall be made as Accepted/Correction Required/Declined.

(7) If the evaluation resulted as Correction Required, the corrected documents shall be delivered within one month after the declaration of correction requirement, at the latest.

(8) If the evaluation resulted as Accepted, the internship score shall be reported for processing.

(9) If the evaluation resulted as Declined, the internship service shall be repeated.

(10) Accepted internship documents shall be maintained in the related academic unit's archive for two years.

SECTION FOUR

Situations Not Covered in the Directive

ARTICLE 15 – (1) In situations not covered in the present directive, the resolution of the unit internship commission shall be binding.

SECTION FIVE

Effective Date and Execution

Effective Date

ARTICLE 16 – (1) The present Directive has entered into force upon its approval by the Board of Overseers in their 02.06.2021 dated and 15 numbered meeting, after having been accepted by the Senate in its 16.02.2021 dated and 2021/4 numbered meeting.

Execution

ARTICLE 17 – (1) Provisions of the present Directive shall be executed by the Rector.

Senate: 16.02.2021, No: 4, Effective Date: 02.06.2021