

T.R.
ISTANBUL GELİSİM UNIVERSITY
INTERNSHIP DIRECTIVE
(Senate Decision dated 05.04.2023 and numbered 2023/08-05)

FIRST SECTION
Purpose, Scope, Basis

Purpose

ARTICLE 1 - (1) The purpose of this directive is to reinforce the theoretical knowledge and experience of Istanbul Gelisim University students during their education and training; to develop the skills they have acquired in laboratories and workshops, to enable them to recognize their personal responsibilities, business relationships, the production process in the workplace and new technologies.

Basis

ARTICLE 2 - (1) The provisions of Istanbul Gelisim University's Associate and Undergraduate Education and Examination Regulations/Graduate Education and Examination Regulations serve as a foundation.

Scope

ARTICLE 3 – (1) It covers the activities and principles related to the compulsory, optional and partial working internships that students who have compulsory internship in Istanbul Gelisim University Associate Degree/Undergraduate/Graduate Education Plans will do in domestic and foreign workplaces. Professional or field practices related to compulsory or elective courses included in the Curriculum are excluded from this scope.

(2) Fundamental concepts and rules of internship or professional practice can be established individually with the Institute Board's Decision for compulsory or elective courses in the Graduate Programs Curriculum.

(3) On matters not included in this directive, action is taken in accordance with the provisions of Istanbul Gelisim University Associate and Undergraduate Education and Examination Regulations / Graduate Education Examination Regulations and the Decisions of the University Senate.

SECTION TWO
Internship Commission and
Duties

Internship
Commission

ARTICLE 4 – (1) An internship commission consisting of at least three faculty members who will serve for at least one year is established upon the recommendation of the department/program chair that includes compulsory internship in their teaching plans and the decision of the relevant board of directors. One of the committee members chairs the committee.

Duties of the Internship Commission

ARTICLE 5- (1) In accordance with the provisions of this directive, informative meetings are held in order to enable students to do their internships.

(2) In the matter of arranging internship opportunities for students, the committee collaborates with the relevant units.

(3) The Internship Committee, in collaboration with the internship coordinator, will monitor and supervise students who are assigned to internships when deemed necessary.

Internship Coordinator

ARTICLE 6– (1) The internship coordinator is the instructor or faculty member who is assigned to the internship courses that are required in the curriculum, based on the suggestion of the department/program president and the decision of the relevant board of directors.

Duties of the Internship Coordinator

ARTICLE 7- (1) The instructor assigned to be the internship coordinator will receive a copy of the accepted internship application forms from students who will be doing internships during the fall/spring semesters or during the summer and will compile a list of students and preserve it in an internship file.

(2) The coordinator works with the internship committee to place students in internships.

(3) S/he provides directions and internship principles to the students on the internship list.

(4) During the internship term, he/she deals with the issues that the students encounter.

(5) S/he makes sure that the internship record books of students who have finished their internships are filled up according to the directive's guidelines.

(6) S/he submits the internship record books, along with the student list, to the head of the internship commission for signature.

(7) The assessment forms relating to the accepted or rejected internship books are kept in the internship file by the internship coordinator.

(8) Internship record books and evaluation forms that have been approved or rejected by the internship commission are submitted to the Registrar's Office, along with the student lists, for signature by the internship coordinator until the end of the semester following the internship, at which time the student achievement grades are announced.

SECTION THREE

Internship Duration and Internship Periods

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ARTICLE 8 – (1) Internships are conducted in Associate Degree programs without being divided into 30 working days in the summer months following the second semester at the earliest; however, with the application of secondary education students and the approval of the head of the relevant department/program, internships can also be conducted in the regular academic semesters following the second semester.

(2) Internships are held in the Faculty of Engineering and Architecture for a total of 60 working days, 30 working days each in the summer months after the fourth semester and the sixth semester at the earliest.

(3) Internships in the Department of Gastronomy and Culinary Arts of the Faculty of Fine Arts are carried out in the summer months following the second semester and in the summer months following the fourth semester and the sixth semester at the earliest, divided into two or three equal parts as at least 20 working days in a total of 60 working days.

(4) Internships in the School of Health Sciences are completed in the summer months following the fourth semester at the earliest, without being divided into 30 working days.

(5) Except for the Department of Gastronomy and Culinary Arts and the Department of Conservation and

Repair of Cultural Assets in the Faculty of Applied Sciences, internships are held undivided as 30 working days in the summer months following the fourth semester at the earliest. In the Department of Gastronomy and Culinary Arts, internships are carried out in the summer months following the second semester, with at least 20 working days divided into two or three equal parts, for a total of 60 working days.

In the Department of Conservation and Repair of Cultural Heritage, internships are divided into two equal parts as 20 working days in the summer months following the fourth semester and made as a total of 40 working days.

(6) Internships in undergraduate programs not indicated in this directive are completed in the summer months following the fourth semester at the earliest, without being divided into 30 working days.

(7) Formal education students who do not have to attend the courses they are enrolled in can do their compulsory or optional internships within the academic semesters.

(8) One week is considered as five working days in Internship Programs. In workplaces where Saturday is worked, Saturday is also considered a working day.

(9) Official and religious holidays are not considered as working days.

(10) Summer internships begin the day after the last day of final exams in the spring semester.

(11) The student is responsible for ensuring that students who will take the Integration Exams and take courses in the summer education program complete the courses, pass the exam, and complete the internship. Any excuse of the student does not eliminate these obligations.

(12) Internships are completed continuously for specified periods.

(13) Disease reports for up to five days and absences for up to three days that the workplace internship officer deems suitable will be recognized as excuses.

(14) Students who do not fulfill their internship for at least nine working days, with or without justification, are considered to have never completed it.

(15) It is added to the internship period as much as the period of absenteeism with or without excuse. In this case, additional insurance for the missed days is obtained on the student's request. If the student or internship organization fails to disclose the incident, they bear accountability.

(16) No additional insurance is provided for the student who extends the determined internship period without an excuse.

(17) Students who do not have an internship requirement in their curriculum can apply to the relevant unit for an optional internship with a form petition that they can receive from the Registrar's Office or the relevant unit secretariat.

(18) Students can do optional internships at the Presidential Career Center or other institutions. The duration of optional internships is uninterrupted and at least twenty working days. Students are allowed if they have the Optional Internship Application form approved by one of the department/program head or deputy head and one of the dean/principal or deputy head and insurance entry is made by the university for the specified periods. Success or failure grades are not given for these internships, but are shown on the transcript. The internship made by the student who does not submit the document approved by the internship place to the relevant unit is not shown on the transcript document.

(19) Provided that the weekly course schedule is not disrupted, students who want to work to gain experience (partial working internship) in various institutions and organizations or workplaces a few days a week are allowed provided that they have the Partial Working Internship Application Form approved by one of the department/program heads or deans or deputies and the weekly working days and total internship period are specified in the application form and insurance entry is made by the university for the specified periods. These studies cannot be considered as compulsory internship or optional internship and are not shown on the transcript. The approved document received by the student from the workplace and delivered to the relevant

unit is kept in the student file.

SECTION FOUR
Determination of Internship Places

ARTICLE 9– (1) The student is responsible for finding an internship opportunity. The relevant department/program directorate or internship coordinator decides whether the compulsory internship place found by the students is appropriate or not.

(2) The Department/Program Presidency announces internship spots and student quotas granted by public or private institutions and organizations in Turkey and abroad for Istanbul Gelisim University. If the number of compulsory or optional internship applications is higher than the announced quota, priority is given to those who want to do a compulsory internship and ranked according to the General Weighted Grade Point Average (GPA).

(3) If the relevant units approve, students can also do their compulsory or optional internships in research centers or units within the university.

SECTION FIVE

**Internship
Application**

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ARTICLE 10 – (1) Students who will apply for a compulsory internship shall submit three Compulsory Internship Application Forms, which they can receive from the Registrar's Office or the relevant unit secretariat, respectively, to the head of the department/program or dean or manager of the relevant units or one of their deputies and the internship place official for approval at least fifteen days before the internship start date. The student submits one of the forms approved by the Registrar's Office to the student affairs, one to the head of the department/program and one to the institution where he/she will do his/her internship. Istanbul Gelisim University handles all insurance procedures for the students whose application forms are authorized for the dates mentioned in the form.

(2) No insurance procedure is carried out by the University for students who receive internship acceptance from abroad for compulsory and optional internships and certify that they have taken out private health insurance during the internship and for students who are allowed to do internship by the relevant administrative boards by benefiting from Erasmus Internship Mobility.

(3) Students who start the compulsory internship report their internship activities on a daily basis to an internship book accessible on the web page, and at the end of the internship, they submit each page of this book to the head of the department/program or internship coordinator against signature after having it approved by the workplace supervisor.

(4) For optional internships and partial work internships, students who are allowed according to Article 8, paragraph 18 and paragraph 19 must submit a document showing the duration of the internship and approved by the internship place to the relevant unit. These students are not required to keep an internship book.

(5) For students who complete the internship application form and start the internship without obtaining the approval of the relevant units and without insurance entry, the student is responsible for the accidents that may occur in the workplaces where they do their internship, problems related to incomplete insurance entry or

other legal problems that may occur.

SECTION SIX
Evaluation of the
Internship

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ARTICLE 11 – (1) All documents related to the internship record books given to the Internship Committee are examined and evaluated, and the results are entered into the internship evaluation form.

(2) As a result of the evaluation, the student may request or reject the correction of the internship record book within one month at the latest.

(3) The internship coordinator hands a copy of the evaluation form for rejected and unapproved internship record books to the student by signature.

(4) With a report, the internship coordinator receives appropriate and approved internship record books and evaluation forms.

(5) The internship evaluation committee examines the documents of students who have been granted access to do an internship abroad by the relevant board of directors, and the results are reported to the Dean's Office or Directorate via the internship evaluation form and the relevant internship coordinator.

(6) Students who do not receive approval for their internship record book shall contact the Registrar's Office within five working days of receiving notification of the evaluation forms or the announcement of their pass mark.

SECTION SEVEN
Other Provisions

Other
Provisions

ARTICLE 12– (1) Students who do not fulfill their internship within the duration set forth in Higher Education Law No. 2547, regardless of whether they have a valid excuse or not, will not be awarded a diploma.

(2) During the internship, students must comply with the provisions of Article 54 of the Higher Education Law (*Amended: 2/2/2023-74372/Art.*) Internships of students who violate these provisions are deemed incomplete and disciplinary action is initiated against them.

(3) Students are susceptible to the workplace personnel's duties for the damages they will make to the internship site as a result of their flaws. Istanbul Gelisim University has no responsibility in this regard.

(4) Internship record books are kept in the student personal file.

(5) Students who enroll at Istanbul Gelisim University via lateral/vertical transfer or Central Placement and whose internships were previously completed at another institution are required to finish the remaining days of their internship.

(6) Students must follow the regulations and directions of the institutions and organizations where they intern in terms of working hours, working conditions, and discipline, as well as occupational safety.

(7) Students who do not fulfill the internship requirement within the normal education period are obliged to pay the internship fee determined by the Board of Trustees within the scope of the Associate Degree and Undergraduate Education and Examination Regulation in order to apply for an internship.

(8) Department boards may create internship application principles and submit them to the approval of the relevant unit board of directors, provided that they comply with this directive and determine evaluation criteria.

Internship application principles can be applied after the approval of the board of directors.

SECTION 8
Enforcement and Provisions

Article 13- (1) The provisions of this Directive shall be executed by the Rector of Istanbul Gelisim University.
(2) This Directive enters into force with the decision of the Istanbul Gelisim University Senate dated 05.04.2023 and numbered 2023/08-05, and the Istanbul Gelisim University Internship Directive, which entered into force with the decision of the Istanbul Gelisim University Senate dated 21.03.2018 and numbered 2018-6, shall be deemed invalid as of the date of entry into force of this directive.