

**ALTINBAŞ UNIVERSITY**  
**SCHOOL OF APPLIED SCIENCES**  
**INTERNSHIP DIRECTIVE**

**PART I**

**Objective, Scope, Basis and Definitions**

**OBJECTIVE**

**Article 1** – The objective of this Directive is to establish the rules and principles governing the internship obligation set forth by Altınbaş University School of Applied Sciences curriculum.

**SCOPE**

**Article 2-** This Directive comprises rules and principles regarding the internships which will be carried out by School of Applied Sciences students in units/department associated with Altınbaş University, or in national and international healthcare facilities approved by the School of Applied Sciences

**BASIS**

**Article 3-** This Directive has been drawn up in accordance with the relevant provisions of the Higher Education Act No. 2547 and Article 7 of Altınbaş University Regulation for Associate and Undergraduate Degree Education.

**DEFINITIONS**

**Article 4-** The following terms used in this Directive has the meanings specified;

- a) **University:** Altınbaş University,
- b) **Department / Program:** Each department / program in Altınbaş University School of Applied Sciences,
- c) **President:** President of Altınbaş University,
- d) **School:** School of Applied Sciences,
- e) **Dean:** Dean of the School of Applied Sciences,
- f) **Faculty Administrative Board:** Administrative Board of Altınbaş University School of Applied Sciences
- g) **Internship Committee:** Committee consisting of department chairs and internship departmental supervisors assigned by the Dean of Altınbaş University School of Applied Sciences,
- h) **Chair of the Internship Committee:** Chair selected by Altınbaş University School of Applied Sciences Dean's Office, from among the members of Internship Committee,
- i) **Internship Departmental Committee:** a team consisting of the Department Chair, an Internship Departmental Supervisor and a faculty member, if deemed necessary by the Department Chair,
- j) **Internship Departmental Supervisor:** The person who is responsible for ensuring proper management of the internship process and effective communication with the School of Applied Sciences. The Internship Departmental Supervisor shall also inspect students' internship work when required.
- k) **Summer Term:** The period between the end of Spring Semester finals and the start of Fall semester classes,

- l) **Internship Program:** Internship program that comprises summer (term) internship and on-site training period
- m) **Student Intern:** A student from the School of Applied Sciences that will take part in the internship program,
- n) **Host Institution/Organization:** National or international public and private organizations/institutions recognized by the School of Applied Sciences for the intern's training,
- o) **Insurance:** "Insurance against Work Accidents and Occupational Diseases" set forth in Law No. 5510 on Turkish Social Security and Universal Health Insurance published in the Official Gazette Issue No. 26200 of June 16, 2006,
- p) **Internship Folder:** The document listed in ANNEX 2.

## **PART II**

### **Objective of the Internship, Internship Committees, Internship Departmental Committee, and Internship Departmental Supervisor**

#### **Objective of the internship**

**Article 5** – The objective of the internship is to help students have a further insight into the specific career fields that are related to their majors, learn about the corporate rules and practices, and turn their practical and theoretical knowledge & skills into professional experience.

#### **Roles and Responsibilities of the Internship Committee**

**Article 6- Roles and Responsibilities of the Internship Committee shall be as follows:**

- a) Identify rules and procedures governing the internship; review and revise the Internship Directive when deemed necessary,
- b) Plan, coordinate and implement internship programs,
- c) Ensure that the students' insurance procedures are properly monitored by the Internship Departmental Committees,
- d) Present approved internship folders, student objections to internship evaluation, and requests for exemption from carrying out an internship to the Faculty Administrative Board,
- e) Convene at least once a semester upon request of the Chair of Internship Committee,
- f) Develop a system to measure the effectiveness of internship and maintain the efficiency of this measurement system,
- g) When necessary, submit requests to the Faculty Administrative Board for making amendments to the parts of the Department's curriculum governing internships,
- h) Carry out other internship-related works and procedures.

#### **Roles and Responsibilities of Internship Departmental Committee**

**Article 7- Roles and Responsibilities of the Internship Departmental Committee shall be as follows:**

- a) Prepare the “Departmental Internship Guidelines” and revise it regularly,
- b) Ensure that internship activities are carried in accordance with the relevant rules and regulations,
- c) Evaluate internship applications and communicate the application results to the Dean’s Office,
- d) Monitor the internship application process,
- e) Evaluate students’ requests for changing host organization and communicate the results to the Dean’s Office,
- f) Check whether internship documents provided by students are in compliance with the Internship Directive,
- g) Help students find internships,
- h) Monitor whether internships are being carried out in accordance with their purposes as well as in accordance with the relevant rules and regulations; if necessary, ask the host organization to provide a review of the intern’s performance,
- i) Evaluate students’ requests for exemption from carrying out an internship if the internship was previously performed by student in the same industry, provide an opinion to the Faculty Internship Committee,
- j) Carry out other internship-related works and procedures.

### **Roles and Responsibilities of Internship Departmental Supervisor**

#### **Article 8-Roles and Responsibilities of Internship Departmental Supervisor shall be as follows:**

- a) Provide student with information on the internship process at the beginning of the semester before the internship start date,
- b) Check the host company’s credentials and whether the organization/company is suitable for hosting interns in case the host organization is selected by the student,
- c) Keep track of and check all procedures regarding the internship, provide the necessary information about the internship results in the documents annexed to this directive and send these documents to the Dean’s Office before the specified deadline,
- d) Ask advisors to provide a list of students that meet the internship eligibility requirements,
- e) Ensure that the internship quota released by government agencies are communicated to the Department Head,
- f) Report any problems detected during the internships to the Department Head within a maximum of 3 days,
- g) Draw up observation/experience-based reports at the end of each semester in order to help improve academic programs in accordance with the relevant industry’s needs, offer proposals for academic modifications to the Chair of the Internship Committee,
- h) When necessary, terminate internships in accordance with the provisions of the relevant regulation,
- i) Archive the Internship Folder digitally as well,

- j) Submit the Internship Report, student requests for exemption from carrying out an internship, and all internship-related objections to the Chair of Internship Departmental Committee,
- k) Provide, in writing, all information about students who have completed their internships to the Registrar's Office,
- l) Carry out other internship-related works and procedures.

### **Roles and Responsibilities of the Student Intern**

#### **Article 9- Roles and Responsibilities of the Student Intern shall be as follows:**

- a) Student interns must carry out the tasks defined by their employers in a timely and complete manner, and abide by the provisions of the Internship Directive drawn up and approved by the Internship Committee.
- b) Student interns must submit all documents and reports required during the internship to the Internship Departmental Supervisor and the relevant officials as indicated in this Directive, in a timely manner. Student interns must submit their Internship Start Forms and Host Institution's Acceptance Form in a timely manner so that their insurance procedures can be started as quickly as possible,
- c) Students shall be responsible for providing documents required by the host institution such as supporting forms, statement of health, bank account details in a timely manner.
- d) Student interns must abide by the dress code regulations and employee code of conduct adopted by their host institutions, Each student intern must follow workplace and safety rules & regulations at host institutions,
- e) The recognition of student medical certificate shall be subject to the provisions of Altınbaş University Directive for Student Health Services,
- f) Student intern shall be held liable for any loss or damages arising out of or resulting from failing to abide by the abovementioned rules and to carry out their roles and responsibilities as a student intern. Student interns shall be subject to disciplinary action as per the Disciplinary Regulation for Higher Education Institutions for failing to abide by these rules and regulations, thus causing any loss or damage to host institutions' property.

## **PART III**

### **Guiding Principles for Internship**

#### **Internship Admission Requirements, Internship Period and Duration**

##### **Article 10-**

- a) Internship admission requirements, internship type, period and duration shall be determined by the academic departments. (ANNEX-1)
- b) Student can start his/her internship as of the date set by his/her academic department. (ANNEX - 1) Summer internship shall be carried out in summer period during which there are no formal classes, while on-site training shall be performed during fall and spring semesters.
- c) The relevant academic department shall indicate whether the internship course has a prerequisite.

- d) In case work conditions in host institution are not considered appropriate, students may be allowed to carry out internships during the non-holiday period provided that the internship does not hinder student learning and education. In the event that a student, who has completed all courses, but hasn't started his/her internship yet, s/he shall be allowed to start his/her internship at any given time.

### **Internship Site**

#### **Article 11-**

- a) Students can carry out their internships at public/private institutions/organizations of their choice (in Turkey or abroad) which comply with professional standards listed in ANNEX I and deemed appropriate by the Internship Departmental Supervisor.
- b) Students shall obtain approval from the Internship Departmental Supervisor prior to the beginning of their internships. No student shall be allowed to do an internship at an institution of his/her choice without the approval of Internship Departmental Supervisor.
- c) Internship sites can be chosen as follows:
- d) **Individual Application** – Student may apply in person to an organization which complies with the rules and requirements set forth by his/her academic department. In individual applications, Internship Departmental Supervisor must provide the student with an Internship Request Letter (ANNEX -) for application to an internship.
- e) **Applying for an internship via Career Centre** – A “Compulsory Internship Folder” will be provided with to the student for applying to organizations/companies chosen by the University (Student must have the competencies required by the host organization and meet other criteria, e.g. successfully pass tests or interviews)
- f) Students shall not be allowed to change the Host Institution and the duration of internship once the internship starts.
- g) Candidates must not have immediate relatives working in any office of the host organization or other relatives in the line of authority which the intern will report to.

### **Internship Process**

**Article 12-** In order to start their internships, students shall provide the documents required by their Vocational School to the internship supervisor in a timely manner.

- a) Candidates must fill out the Internship Application Form and the Host Institution Acceptance Form, then have these forms approved by the Internship Departmental Supervisor and the host organization.
- b) Candidates must submit their host organization-approved application forms, their transcripts and a copy of their identity cards to the Internship Departmental Supervisor at least 1 month prior to the internship start date. If required by the host organization, candidates must have Internship

Request Letter (ANNEX-7) approved by the Internship Departmental Supervisor and provide it to the host organization.

- c) Internship Departmental Supervisor shall send the approved documents to the Human Resources Department for insurance procedures at least 20 days prior to the internship start date.
- d) Internship Departmental Supervisor shall provide the students with Internship Application Forms and Host Institution Acceptance Forms that are approved by the HR before the internship start date.
- e) Students must have their Internship Diaries signed and stamped by their host supervisor. Internship Diaries with missing stamps will be rejected. All annexes listed in the Internship Folder must be properly signed and stamped.
- f) In case of an on-site training during semester, Internship Folder must be submitted to the Internship Departmental Supervisor **no later than the last day of the first week of finals period**; in case of a summer internship, Internship Folder must be submitted to the Internship Departmental Supervisor **within at least 45 (forty-five) days of the beginning of the following semester**. In case of failure to meet or miss the deadline, internships carried out by students will be deemed null and void.
- g) In case the student has an excuse for not having submitted the Internship Folder up until the deadline, s/he must submit the Internship Excuse Letter in ANNEX-6 to the Internship Departmental Supervisor within 5 (five) days from the Internship Folder submission deadline. In failure to do so, student's internship will be considered null and void.
- h) Except for students whose Internship Excuse Letters have been previously accepted by the Internship Committee, students who fail to submit their reports to the Internship Departmental Supervisor up until the deadline will be considered unsuccessful in completing their internships, thus will have to repeat the internship.
- i) After the internship ends, the Host Institution must fill out the Annex-4 Intern Evaluation Form in a confidential manner and deliver it to the student or send it to the University in an enclosed stamped envelope.
- j) In case the departments require additional reports or documentation, the introduction part of the report shall include the following details:
  - First and Last name of the students who have submitted the report,
  - Full title and postal address of the internship site,
  - Host supervisor details,
  - Start and end dates of internship,
- k) Internship Departmental Supervisor shall carefully read, review and archive all internship documents and shall have the List of Required Documents for Student Internship Folder (ANNEX-2) signed by students. Evaluations shall be recorded in Internship Departmental Committee Evaluation of Internship Form (ANNEX-4.e) and attached to the Internship Folder.

- 1) Internship Diaries shall be checked and approved by the Internship Departmental Supervisor. The Supervisor may contact the host organization for further details if necessary.

## **Intern Attendance**

### **Article 13-**

- a) Students are responsible for achieving at least a 70% internship attendance, except for sick days.
- b) In order for internship days that fall on mid-term/make-up exam days can be considered part of attendance in semester on-site training, a calendar for mid-term/make-up exams approved by the Internship Departmental Supervisor must be included in the Internship Diary. Students who are deemed unsuccessful due to poor attendance must repeat their internships.
- c) Neither the host supervisor nor the Internship Departmental Supervisor can grant a leave of absence to the student throughout the course of the internship. In case of sickness, interns must provide a written document signed by the host supervisor, or a medical certificate or doctor's certificate signed by a physician. The original copies of the medical certificates must be kept in the Internship Folder. Any document that is not kept in the Internship Folder shall be deemed unrelated to the internship.
- d) The validity of medical certificates shall be governed by the provisions of Altınbaş University Directive for Student Health Services.
- e) In the event of the following situations that occur after the student insurance start procedures have been completed, the student may fill out the Internship Cancellation Letter (ANNEX-5) and submit it to the Internship Departmental Supervisor who shall send it to Human Resources Department so that the insurance termination process can be carried out. Such events must be indicated in the Internship Diary Submission List. If student wants to redo internship, s/he shall pay insurance premiums for the period during which s/he worked as an intern.
  - Upon personal request by student,
  - The host company refuses student's application,
  - Disagreement between the employer and the interns after the start of internship,
  - Health problems,
  - Student transfers to another university,
  - Failure to submit the internship folder in a timely manner.

## **Intern Exemption Status**

### **Article 14-**

- a) Students admitted via lateral (undergraduate) transfer or students currently working in a business field which is equivalent to his/her internship program-specific competencies may be partially or fully exempted from the internship they've carried out while they were enrolled in their former Universities, which means they may be allowed not to repeat the internship days they've previously carried out.

- b) In order to become eligible for exemption, students must submit their certificates of employment and a request letter for exemption to the University at the beginning of the semester. The applications will be evaluated by the Faculty Internship Committee. Daily professional practices carried out during the regular term of education shall not be included in the internship duration.

### **Evaluation of Internship**

#### **Article 15-**

- a) The Internship Departmental Committee shall examine and evaluate the documents in the Internship Folder, and report the results in the Internship Evaluation Form (ANNEX-4.e). Evaluation results shall be one of the following: “successful”, “unsuccessful” or “revision needed”. If deemed necessary student might be granted additional time to make the necessary corrections on his/her internship folder.
- b) Students who have maintained regular attendance in internship and who are deemed to have acquired the necessary training and skills shall be considered successful with the approval of Internship Committee.
- c) Internship Committee may interview the student about the works s/he performed during his/her internship where necessary so as to make a decision whether s/he performed successfully during internship.
- d) In case student is asked for revision, s/he must carry out the necessary revision on his/her internship folder and re-submit it to the Internship Departmental Committee within five business days of the receipt of the folder.
- e) Students whose internship folders are denied shall be allowed to file a written objection within 5 days at the Faculty Secretariat. The folder, for which a written objection is filed, must be submitted to the Faculty Internship Committee along with a written opinion from the Internship Departmental Committee. The Committee shall make a decision regarding the objection within 5 (five) days.

### **Internship Abroad**

**Article 16-** Students enrolled in School of Applied Sciences may carry out an internship abroad provided that it does not hinder their academic learning and performance during the regular education period. Students shall submit a letter of acceptance from the host institution abroad to the Internship Committee. The requests for carrying out an internship abroad shall be evaluated by the Internship Committee, and the Committee shall make a decision accordingly.

## **PART IV General Provisions**

### **Safekeeping of Internship Documents**

**Article 17-** At the end of the semester, Internship Departmental Supervisor shall deliver the internship folders of all students who failed/successfully completed their internships to the Dean’s Office in order to



get archived in Altınbaş University Examination Paper Security Envelopes. Digital copies of internship folders shall be digitally archived by the Internship Departmental Supervisor.

## **General Provisions**

### **Article 18- Internship**

- a) The faculty administrative board shall make a decision regarding any matter which is not stated herein, upon recommendation from internship departmental supervisors and proposal from the relevant Department.
- b) Dean's Office shall make a decision regarding matters which are not stated herein, particularly regarding the internships carried out by students enrolled in the School of Applied Sciences.
- c) Altınbaş University shall not pay any salaries to students during their internship.
- d) Altınbaş University shall not become a party to any financial matters/agreements between students and host institutions.
- e) Altınbaş University shall not be responsible for finding a host institution for students' internship.
- f) The recognition or validity of Medical Certificates shall be subject to the provisions of Altınbaş University Directive for Student Health Services. Students, who have failed to complete their compulsory/optional internships or who must repeat their internship due to failure in internship exam, shall be responsible for paying the fee for internship and insurance amount determined by the University.
- g) Double major students must do their internships in their major field.

## **PART V**

### **Effective Date and Execution**

#### **Effective Date**

**Article 19-** This Directive shall come into effect upon approval by Altınbaş University Senate and be valid beginning **Academic Year 2019-2020**.

#### **Execution:**

**Article 20-** The provisions set forth herein shall be executed by the Dean of Altınbaş University School of Applied Sciences.

<b>Legal Bases of this Policy</b>			
<b>Relevant Board/Committee</b>	<b>Date of Decision</b>	<b>Decision No.</b>	<b>Decision Article</b>
University Senate	25/06/2019	2019/07	Decision 4
Board of Trustees	18/07/2019	2019/07	Decision 14