

# ALTINBAS UNIVERSITY FACULTY OF BUSINESS ADMINISTRATION

## COMPULSORY INTERNSHIP DIRECTIVE

### 1. PURPOSE

The aim of the internship program, which is compulsory for Altınbaş University Faculty of Business Administration students, is to enable students to gain experience that will contribute to their theoretical, practical and administrative development by using the theoretical education they receive in the application process.

### 2. GENERAL INFORMATION AND RULES

- 2.1. In order to obtain a bachelor's degree, students are required to do an internship of 20 working days in a workplace / public institution under the conditions specified in this regulation.
- 2.2. Compulsory internship is carried out by students who have successfully completed 6 semesters for regular students and 5 semesters for irregular students at the earliest.
- 2.3. Although internships can be done mainly during summer vacations, they can also be done during the interim break before graduation. If the Internship Coordinator deems it appropriate, the student may do a part of the internship during the non-holiday period.
- 2.4. Students pursuing a double major are also required to do an internship in the relevant program.
- 2.5. The internship can be carried out in the private sector, public or non-governmental organizations in Turkey or abroad. If the internship institution is found by the student, it must be approved by the Internship Coordinator.
- 2.6. Students are obliged to comply with the rules, directives and orders related to the working order of the enterprises where they will do their internships.
- 2.7. Before starting the internship, the student must have the internship coordinator approve the institution where the internship will take place and receive the internship documents. At the end of the internship, the student must have the internship documents signed by the official of the institution where the internship is carried out and submit them to the Internship Coordinator together with the compulsory internship report.
- 2.8. Internship Coordinators ensure that internship activities are carried out and coordinated in accordance with the regulation.
- 2.9. In order for the insurance transactions related to the internship to be made, students must finalize the institution where they will do their internship at least two weeks before the date they will start their internship and submit their Internship Information Forms to the relevant departments.
- 2.10. It is of great importance to submit the Internship Information Forms on time for the realization of insurance transactions. Students who do not submit their Internship Information Forms on time will be deemed invalid.
- 2.11. The intern must not have a 1st degree of kinship with the owner of the internship workplace. Otherwise, the internship work of the student is considered invalid.
- 2.12. At the end of the internship, with the addition of the "Student Internship Evaluation Report" prepared by the student during the internship period, the "Compulsory Internship File" is completed and submitted to the Department Internship Coordinator within forty-five days from the beginning of the semester following the internship.

### 3. DETERMINATION OF INTERNSHIP LOCATIONS

There are two ways to find an internship place:

#### 3.1. Student's Individual Application to Workplaces -

Students may apply individually to the workplaces for internship within the framework of the specified procedures and principles of the department in which they are studying. In this case, a letter stating that "the student is required to do an internship" for the internship application is given to them by the Department Internship Coordinator.

Students who are approved by the workplace and accepted for internship must have the internship application form received from the Internship Coordinator approved by the workplace.

### 3.2. Finding an Internship Place through Career Center

A "Compulsory Internship File" is given to the student to apply to the institution indicated by the relevant units at the university (provided that the student has the competencies requested by the workplace and exceeds the selection criteria such as exams and interviews).

## 4. WHAT TO DO AFTER FINDING AN INTERNSHIP PLACE

Students who have been assigned a compulsory internship place must obtain the "Compulsory Internship File" from the relevant Department Internship Coordinator; prepare it as described in this directive and submit it to the Department Internship Coordinator at the end of the internship.

In order to receive the Compulsory Internship File, the student must submit the application form approved by the internship workplace to the Internship Coordinator.

After the Compulsory Internship File is received, the insurance start form will be filled out from the administrative unit determined by our university; a copy of the insurance start notification will be taken and placed in the file.

## 5. DOCUMENTS TO BE INCLUDED IN THE COMPULSORY INTERNSHIP FILE

- Internship Application Form
- Insurance Commencement Declaration
- Internship Registration Certificate
- Internship Report

## 6. WRITING THE INTERNSHIP REPORT

6.1. In the presentation section of the Internship Report;

- Name and surname of the student submitting the report,
- The full title and address of the internship workplace,
- Information on the institutional authority,
- In which date range the internship was done,

6.2. The internship report will be submitted by the student to the department internship coordinator within forty-five days from the beginning of the semester following the semester of internship. Internships of students who do not submit their files within the deadline will be invalid.

6.3. Internship Reports together with the evaluation form received from the internship institution will be checked and approved by the internship coordinator of the relevant department by contacting the workplace if necessary.

6.4. Completion of the Compulsory Internship Program will be sought as one of the graduation qualification criteria for the issuance of diplomas or temporary graduation certificates.

Legal Basis on which the Directive came into force			
Relevant Board	Date of Decision	Number of Decision	Decision Item
Senate	27/08/2019	2019/10	Decision 3
Board of Trustees			
Legal Basis for the Amendment to the Directive			
Relevant Board	Date of Decision	Number of Decision	Decision Item