

ISTANBUL BEYKENT UNIVERSITY
ASSOCIATE AND BACHELOR'S DEGREE INTERNSHIP DIRECTIVE

CHAPTER ONE
PURPOSE, SCOPE, BASIS, AND DEFINITIONS

Purpose

Article 1- This Directive has been prepared in order to determine the principles and procedures for the compulsory internship practices of Istanbul Beykent University associate and bachelor's degree students in the semesters and terms specified in the course plans.

Scope

This directive covers the activities and principles of Istanbul Beykent University associate/bachelor's degree students to reinforce their theoretical knowledge and experience gained during their studies, to improve their skills and experience gained in laboratory and workshop practices, to recognise their responsibilities, relationships, organisation, production process and new technologies in the workplaces where they will do internship in Türkiye and abroad.

Basis

Article 3- This Directive has been prepared on the basis of the relevant provisions of the Higher Education Law No. 2547 and the Istanbul Beykent University Regulation on Associate/Bachelor's Degree.

Definitions

ARTICLE 4- Definitions for some of the terms used in this Directive:

- a) **Faculty:** Faculties of Istanbul Beykent University.
- b) **Student/Intern:** The person performing internship within the framework of the principles stipulated in the directive.
- c) **Rector:** The Rector of Istanbul Beykent University.
Senate: The Senate of Istanbul Beykent University.
- d) **Internship:** Apart from the theoretical and applied courses determined by the Council of Higher Education as specific to the field at each level offered in higher education institutions, it is the professional work that students conduct at companies in order to improve their professional knowledge, skills, attitudes and behaviours, to get to know the sector, to adapt to business life, to be trained in a real working environment.
- e) **Internship Logbook:** A document in which all the work done during the internship is recorded, including visuals, documents, brochures, etc. about the internship.
- f) **Internship Supervisor:** Department/Programme Heads.
- g) **Internship Providers:** Businesses, institutions or organisations where internship is carried out.
- ğ) **Internship Supervisor at the Host Organisation:** Persons responsible for internship students at workplaces.
- h) **University:** Istanbul Beykent University.
- ı) **School:** Schools affiliated to Istanbul Beykent University.

CHAPTER TWO
MANAGEMENT AND EXECUTION OF INTERNSHIP PROCEDURES

Article 5- The authorised bodies in the management and execution of internship procedures are as follows:

a) University Committee for Internship Education and Practice

A three-person committee consisting of the Vice-Rector, the dean of the faculty or the director of the school, and an academician responsible for ensuring university-industry cooperation is appointed by the University Senate for a period of 3 years.

Duties of the University Internship Education and Application Board:

1. To regulate the general principles regarding the execution and evaluation of internship, training, and application studies.
2. To determine the internship areas and internship periods by taking the opinion of the members of Faculty/School departments and programmes.
3. To ensure coordination and cooperation between the internship institution and the Faculty/School.
4. To determine domestic and international internship, training and application studies and places.
5. To approve the internship guidelines prepared by the Faculties/Schools.

b) Dean/Director

To ensure coordination between internship supervisors and the University Internship Education and Application Board. To approve the change of internship provider.

c) Department/Programme Heads

Department/Programme heads are responsible for internships. Duties of Department/Programme Heads:

1. To plan and carry out internship activities in accordance with the internship calendar.
2. To provide explanatory information to students about the internship process.
3. To determine the qualifications of the workplaces where students can do internship and share them with students,
4. To evaluate whether the internship institutions found by the students themselves meet the set forth criteria.
5. To give approval for internship institution changes.
6. To conduct personal inspections at the internship sites as needed and assess the situation,
7. To evaluate the internship logbook delivered to them by considering all the criteria and to determine the achievement grade and to ensure that the grade is entered into the system.

d) Internship Coordination Unit

It consists of one or more teaching staff and the required number of administrative staff assigned by the Rector.

Responsibilities of the Coordinator:

1. To be responsible for internship institutions found by the university.
2. To ensure coordination between the University and students with the internship institutions provided by the University.
3. To prepare internship protocols for the relevant institutions, to obtain approval, and to follow-up.
4. To distribute students according to the determined quotas.
5. To arrange the internship periods of students.
6. To prepare the relevant documents and obtain approval in cases where the University will pay internship stipend.
7. To follow insurance procedures.

CHAPTER THREE

GENERAL PRINCIPLES AND GUIDELINES REGARDING INTERNSHIPS

Article 6- Principles regarding internship:

- a) The internship is carried out in a way that increases the quality of the education to be given to the student and contributes to the increase of the knowledge and skills of the students related to their professional fields.
- b) In order for the internship to be carried out in a healthy way, if possible, a sufficient number of internship supervisors responsible for the students are determined by the internship institution.

Internship Schedule and Duration

Article 7- The principles regarding the Internship Schedule and Duration are as follows:

- a) The internship period is determined and carried out in accordance with Istanbul Beykent University Associate Degree's course plans and the Academic Calendar.

- b) It is essential for students who continue their studies to do their internships in a way that will not interrupt their education programme.
- c) Internships cannot be performed earlier than the periods specified in the curriculum. In cases where the internship supervisor deems it appropriate, the internship can be done in the summer term following the academic term to which it belongs.
- d) The duration of the internship cannot be less than 15 working days and more than 60 working days depending on the nature of the departments/programmes.
- e) Work conducted on public holidays does not count towards the internship period.
- f) In departments and programmes that are suitable for weekend studies, students can continue their internship activities on weekends in accordance with the relevant legislation.
- g) Internship terms and periods of departments and programmes are given in Appendix-1.

Absenteeism

Article 8- The principles regarding internship absenteeism are as follows:

- a) Attendance during the internship period is compulsory, and students are required to attend the entire duration of their internship. The number of days that students do not attend is added to the internship period.
- b) The internship supervisor at the internship institution terminates the internship activity of the student who does not come to the internship for 3 (three) consecutive days without permission and excuse, or who is absent for 20% of the internship period for any reason (including a medical report) during the internship period, and notifies the department/programme head. In this case, the student does not have any legal right to claim and the student is obliged to meet the financial obligations that will arise in case of internship cancellation.

Internship Sites

Article 9- The principles regarding internship sites are as follows:

- a) Internships may be conducted in public institutions or organisations, as well as private enterprises, in alignment with the characteristics, requirements, and learning outcomes of each department/programme.
- b) If deemed necessary, internship activities may be carried out in the University's units or departments (such as laboratories, application centres, etc.), or in other university units, with the approval of the internship supervisor.
- c) Studies carried out at an internship places that is not deemed appropriate by the department/programme heads are not recognised as internship work and not taken into consideration.

Internship site information related to the Department/Programme is provided in Appendix 1.

Internship Site Change and Internship Repetition

Article 10- The principles regarding the change of internship place and repetition of internship are as follows:

- a) Internship site cannot be changed except for force majeure.
- b) The internship place change process starts when the students fill out the relevant form and submit the form to the Registrar's Office after receiving the approval of the department/programme heads and the approval of the dean/director.
- c) Students can start their new internship 15 days after submitting the relevant documents to the Registrar's Office.

In the event of an internship site change not due to force majeure, previously completed internship days will not be recognised.

- d) Repeated internships due to failure cannot be conducted at the same internship location.

Internship Transfer and Internship Exemption

Article 11- The principles regarding internship transfer and internship exemption are as follows:

- a) The internships of the students who are placed in an undergraduate programme with the Vertical Transfer Exam (DGS) cannot be transferred. These students must perform their internships again in accordance with this internship directive.
- b) Students transferring from another university through an external change-of-major can be exempted from the internship if there are documents showing they have done their internship (transcript,

internship logbook, internship daily attendance list, letter written to the relevant institution stating that they have successfully completed their internship, etc.) and with the approval of the department/programme head and the decision of the faculty/school administrative board.

- c) The internships of Double Major students in their major department/programme cannot fulfil the internship requirements of their Double Major department/programme. Student are also required to do an internship for the Double Major department/programme.

Internship Abroad

Article 12- Students can also perform their internships abroad without interrupting their education programme. They submit the acceptance letter for an internship abroad to their department/programme heads. The head of the department/programme evaluates the relevant document and decides whether an internship abroad is possible. Applications for internships abroad are made in accordance with the Article 16 of this directive.

Insurance Procedures

Article 13- The principles regarding insurance procedures are as follows:

- a) During the internship period, students who will do internship in Türkiye or abroad are insured for occupational accidents and occupational diseases by the University in accordance with the provisions of subparagraph (e) of Article 87 of the Social Insurance Law No. 5510. In accordance with the provisions of subparagraph (e) of the article, the University provides occupational accident and disease insurance.
- b) The University pays the insurance premiums to be paid to the Social Security Institution according to the rates determined by the Social Security Institution.
- c) Students can obtain the social security registration certificate by sending an e-mail to staj@beykent.edu.tr 5 days before the internship start date.
In order for insurance procedures to be carried out, the necessary documents must be submitted to the Registrar's Office 15 days in advance. Students who do not submit the documents cannot start their internship as insurance procedures cannot be completed. In this case, students' internships are not recognised.
- d) The University cannot be held responsible for those who start an "uninsured" internship without prior notification.

Internship Stipend

Article 14- Pursuant to the first paragraph of Article 25 of Law No. 3308, the University does not pay any internship stipend to the students doing their internships.

Internship Documents

Article 15- All documents required for internship are available on the websites of the faculties/schools and the Registrar's Office.

CHAPTER FOUR PRINCIPLES OF INTERNSHIP PRACTICE

Pre-Internship Procedures

Article 16- The principles regarding the pre-internship procedures are as follows:

- a) An informative meeting about the internship is held by the department/programme heads at an appropriate time for the students who will do the internship.
- b) Students fill out the "Internship Application and Acceptance Form" for the internship place where they decide to do an internship by making a preliminary interview with the head of the department/programme. After filling out and having this form approved instead of internship, the form is submitted to the head of the department/programme and approved.
- c) This approved form and other necessary documents (photocopy of ID card, etc.) are submitted to the Registrar's Office at least 15 days before the start date of the internship.
- d) Students whose internship places have been approved can start their internship studies by printing out the internship logbook from the websites of either faculties/schools or the Registrar's Office.

Responsibilities regarding Internship Responsibilities of Students

Article 17- The principles regarding students' responsibilities during internships are as follows:

- a) During their internships, students must comply with the provisions of the Higher Education Institutions Disciplinary Regulation, the working principles, working conditions, discipline and occupational health and safety rules, and legal regulations of their internship providers.
- b) Students are responsible for having all documents related to the internship with them before the internship starts or on the first day of the internship.
- c) They are liable to fill in the internship documents completely and have them approved.

Filling out the Internship Logbook

Article 18- The principles regarding the internship logbook are as follows:

- a) Interns must fill in the relevant parts of the internship logbook day by day and have it approved by the internship supervisor at the internship provider during the internship period (all report pages are to be stamped and signed).
- b) A ballpoint pen or fountain pen must be used to fill in the internship logbook and the writing must be legible. Any falsification and scribbling on the internship logbook renders that internship logbook invalid.
- c) Care should be taken with the grammar when filling in the internship logbook.
- d) Only details of the work done at the internship place should be written in the internship logbook.
- e) The drawings made in the internship book must comply with the technical rules.
- f) Documents such as projects, photographs, brochures, standards and user manuals related to the internship subjects of the workplace and permitted by the internship place can be added to the internship logbook.
- g) If insufficient, new report pages can be added to the internship logbook. Added pages must also be filled in completely and approved.
- h) If requested by the Faculty/School, students may prepare an internship report in addition to the internship logbook.
- i) Students fill in the internship logbook in accordance with the language of instruction of the department/programme in which they are enrolled.

Responsibilities of Internship Providers

Article 19- The principles regarding the internship providers are as follows:

- a) To assign a sufficient number of staff members responsible for the follow-up and guidance of students at the internship site during the internship,
- b) To follow the attendance records of the students and notify the head of the department/programme,
- c) To explain the rules to be followed at the internship site and the occupational safety precautions to be taken while working, and to obtain a written commitment from the interns regarding their compliance with these rules,
- d) To ensure that the forms containing the evaluations of the students are delivered to the internship supervisors in a sealed envelope at the end of the internship,
- e) To take the necessary measures to protect students from occupational accidents and occupational diseases and to carry out the necessary procedures for their treatment,
- f) To submit the document prepared for the intern who has a work accident during the internship to the Social Security Institution on the same day and at the same time to the department/programme heads,
- g) The workplace makes the necessary efforts to ensure that the interns benefit from the accommodation, nutrition, transport and social facilities provided to its own personnel.

Responsibilities of Department/Programme Heads

Article 20- The principles regarding the responsibilities of department/programme heads are as follows:

- a) To collaborate with the authorities at the internship site to achieve the objectives of the internship,
- b) To ensure that the internship at the workplace is monitored by the institution's internship supervisor,
- c) To carry out on-site inspections when necessary, to determine the situation and to document it,
- d) To monitor the attendance statistics of students,
- e) If deemed necessary, they may change the internship location or the unit where the student is undertaking the internship.

Things to Do at the End of the Internship

Article 21- The principles regarding things to do at the end of the internship are as follows:

- a) Students who have completed their internship submit the internship logbook they have filled in completely, the internship report prepared in addition to the internship logbook, if any, the daily attendance schedule showing their attendance every day and the intern evaluation form in a sealed envelope to the relevant department/programme head.
- b) Students follow up whether the internship documents sent by the internship institution by mail, courier, etc., which they do not deliver by hand, have reached the head of the relevant department/programme.
- c) Upon completing their internships, students submit their internship documents to the head of the relevant department/programme with a signature until the new academic year begins. The internship of students who do not submit documents within this period is deemed invalid.

Evaluation

Article 22- The principles regarding the evaluation of internship success are as follows:

- a) The head of the department/programme evaluates the internship logbook within 15 working days at the latest from the date of receipt, determines whether the student is successful or not, and processes the result into the information system.
- b) The evaluation result of the internship logbook is entered into the system as “G” for successful students and “K” for unsuccessful students.
- c) If necessary, the department/programme head may interview students about internship learnings or have them perform an applied exercise.
- d) The head of the department/programme may make corrections on the internship logbook if necessary. Students who are requested to make corrections in the internship logbook must complete and submit the requested correction within a maximum of 10 working days. Otherwise, the internship is considered unsuccessful.

Article 23- Students, who do not fulfil their internship requirements stated in this directive, and/or whose internship studies are not evaluated as successful, cannot graduate even if they pass all the courses in their department/programme and achieve the GPA required for graduation.

CHAPTER FIVE MISCELLANEOUS AND FINAL PROVISIONS

Article 24- When necessary, faculties and schools may prepare “Internship Guidelines” to explain the special conditions related to internships. These guidelines come into effect upon approval by the University Internship Education and Practice Board.

Article 25- In cases not stipulated in the directive, the provisions of Istanbul Beykent University Regulation on Associate and Bachelor’s Degree Education and Training and other relevant legislation are applied.

Effective Date

Article 26- This directive comes into effect upon approval by the University Senate.

Implementation

Article 27- The provisions of this Directive are executed by Istanbul Beykent University.