

**IŞIK UNIVERSITY
INTERNSHIP DIRECTIVE**

PART ONE

Purpose, Scope, Legal Basis, Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Directive is to establish the framework under which students of Işık University shall fulfill their internship requirements.

Scope

ARTICLE 2 - (1) This Directive covers the principles and procedures concerning the compulsory or voluntary internship practices of Işık University's associate and undergraduate degree programs.

Legal Basis

ARTICLE 3 - (1) This Directive has been prepared pursuant to Higher Education Law No. 2547, Işık University Associate and Undergraduate Education and Examination Regulations, and Social Insurance and General Health Insurance Law No. 5510.

Definitions

ARTICLE 4 - (1) For the purposes of this Directive and its appendices,

- (a) Academic Unit: Refers to a faculty or vocational school.
- (b) Academic Unit Administrator: Refers to the dean in faculties and the director in vocational schools.
- (c) Department Manager: Refers to the department head in faculties and the program advisor in vocational schools.
- (d) Administrative Board: Refers to the administrative board of the academic unit.
- (e) Workplace: Refers to the private or public institution or organization where the student performs their internship.
- (f) Internship Supervisor: Refers to the employee at the workplace who is authorized to evaluate the student's internship work.
- (g) Rector: Refers to the Rector of Işık University.
- (h) Senate: Refers to the Senate of Işık University.
- (i) University: Refers to Işık University.

PART TWO

Internship Unit and Commissions

Internship Unit

ARTICLE 5 - (1) The duties of the Internship Unit, which operates under the Dean of Students, are as follows:

- (a) Support academic units and provide coordination for the consistent, effective, and rapid execution of internship-related procedures;
- (b) Create internship-related forms and ensure their publication on the relevant website section;
- (c) Support academic units in finding internship placements, and create and announce internship pools categorized by field;
- (d) Evaluate workplace proposals submitted by students by obtaining the opinion of the relevant Unit/Department Internship Commission;
- (e) Prepare and publish informative web pages on internship-related matters;
- (f) Offer guidance to students on internship-related matters;
- (g) Prepare internship agreements between workplaces and the University, support their execution, and manage the relevant correspondence;
- (h) Receive internship applications, verify application documents, and guide students regarding necessary corrections when required;

- (i) Forward internship applications to the relevant academic unit for approval;
- (j) Notify the student of the application result, and carry out the Social Security Institution (SGK) and other official procedures for approved applications;
- (k) Provide support to students currently performing their internships;
- (l) Receive applications for the extension, early termination, or cancellation of the internship period and carry out the relevant procedures in coordination with the respective academic units.

Unit internship commission

- ARTICLE 6 -**
- (1) Each academic unit shall have a Unit Internship Commission consisting of at least three faculty members, excluding the academic unit administrator.
 - (2) The head of the Unit Internship Commission is the academic unit administrator.
 - (3) Members of the Unit Internship Commission are appointed by the academic unit administrator for a term of three years.
 - (4) The duties of the Unit Internship Commission are as follows:
 - (a) Ensure coordination among internship practices carried out within the programs of the academic unit;
 - (b) Determine internship-related conditions and requirements specific to the academic unit and propose them to the academic unit administrative board;
 - (c) Ensure that internship-related announcements specific to the academic unit are published on the relevant web pages;
 - (d) Cooperate with the Internship Unit;
 - (e) Carry out the duties of the Department Internship Commission in vocational schools;
 - (f) Conduct a preliminary evaluation of voluntary internship applications and submit recommendations to the academic unit administrative board;
 - (g) Conduct a preliminary evaluation of internship extension applications and submit recommendations to the academic unit administrative board.

Department internship commission

- ARTICLE 7 -**
- (1) Each department within a faculty that has programs with compulsory internships shall have a Department Internship Commission consisting of at least two faculty members, excluding the department head.
 - (2) The head of the Department Internship Commission is the head of the department.
 - (3) Members of the Department Internship Commission shall be appointed by the department head for a term of three years.
 - (4) The duties of the Department Internship Commission are as follows:
 - (a) Determine internship-related conditions and requirements specific to the department and submit them to the Unit Internship Commission;
 - (b) Ensure that internship-related announcements specific to the department are published on the relevant web pages;
 - (c) Evaluate the suitability of internship placement proposals;
 - (d) Evaluate internship reports and ensure that the grades are recorded.

PART THREE

Internships

Main principles

- ARTICLE 8-**
- (1) Internships are fundamentally required to be conducted during academic breaks and on consecutive business days. However, students who have at least three full business days free per week (with no required academic activities) may perform internship work on these days during their period of study.
 - (2) Public holidays (National Holidays, Religious Holidays, New Year's Day, etc.) and non-working days shall not be included in the internship duration. If the workplace is operational during public holidays, this shall be specified in the internship application form.

- (3) Evening education students may perform their internships during the academic semester.
- (4) Saturdays and Sundays shall only be counted as business days if they are declared as such by the relevant workplace in the internship form. If any vacations are taken on weekdays, this situation shall be specified in the internship form.
- (5) Unexcused days of absence during the internship period shall not be counted toward the total internship duration.
- (6) In the event of absence due to compulsory reasons, the student shall submit the medical report (incapacity for work) for the days of absence to the Internship Unit. The excuse shall be evaluated by the head of the relevant department's internship commission, and if accepted, the internship duration shall be extended by the number of days of absence.
- (7) Any changes to internship dates or the cancellation of an internship must be submitted to the Internship Unit at least one week before the start date of the internship. The request shall be evaluated by the relevant Unit Internship Commission.
- (8) Students who have suspended their registration or have been suspended from the university as a disciplinary sanction may not perform internships during the period of suspension.
- (9) Upon request by the relevant academic unit, internships may be conducted in the University's laboratories (including studios and workshops) or research centers. A student may complete a maximum of one internship 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 and evaluation processes, as well as the durations of internships organized through special agreements and protocols, are governed by the respective agreements and protocols.
- (2) Compulsory internships may be extended by up to the maximum compulsory duration, subject to the approval of the relevant academic unit.

Voluntary internship

- ARTICLE 10** - (1) Students who do not have a compulsory internship obligation or those who have already completed their compulsory internships may apply for an voluntary internship to enhance their professional experience.
- (2) Voluntary internships shall be recorded on the student's transcript as an extracurricular Voluntary Internship course.
- (3) Official procedures for voluntary internships shall be carried out in the same manner as compulsory internships.
- (4) Voluntary internships may be extended by up to the maximum compulsory duration, subject to the approval of the relevant academic unit.

International Internship

- ARTICLE 11** - (1) Procedures for international internships shall be carried out in the same manner as domestic internships.
- (2) SGK (social security) procedures shall be carried out for students interning at overseas construction sites or branches of a workplace registered in Türkiye. For other workplaces abroad, SGK procedures shall not be performed.

Erasmus internship

- ARTICLE 12** - (1) The selection of students to participate in Erasmus+ Internship Mobility shall be conducted within the framework of the rules set forth by the National Agency Implementation Handbook.

Internship application

- ARTICLE 13** - (1) Internship applications shall be submitted to the Internship Unit along with the relevant forms and their attachments.
- (2) It is compulsory to submit the application forms and required approvals to the Internship Unit at least 15 days prior to the internship start date.

Assessment of internship work

- ARTICLE 14** - (1) At the end of the internship, the student shall prepare an Internship Report describing the activities performed during the internship.
- (2) The Internship Supervisor shall approve the student's internship report. They shall complete the Internship Evaluation Form, which assesses the student's internship performance, and deliver it to the student in a sealed and signed envelope.
- (3) The student shall submit the internship report, the Internship Evaluation Form, and other relevant documents to the Internship Unit no later than two months after the internship end date.
- (4) The verified documents shall be forwarded to the relevant Unit/Department Internship Commission for evaluation.
- (5) The evaluation shall be completed and announced to the student within one month at the latest.
- (6) The evaluation result shall be categorized as Acceptance, Revision, or Rejection.
- (7) In the event of a Revision decision, the revised documents shall be submitted within one month of the revision announcement at the latest.
- (8) In the event of an Acceptance decision, the internship grade shall be reported for processing.
- (9) In the event of a Rejection decision, the internship shall be repeated.
- (10) The accepted internship documents shall be archived and retained in the relevant academic unit's archives for two years.

**PART FOUR
Non-Regulated Matters**

- ARTICLE 15** - (1) On matters upon which this directive is silent, the unit internship commission's decision shall be implemented.

**PART FIVE
Entry into Force and Execution**

Entry into Force

ARTICLE 16 - (1) This directive entered into force upon its approval at the Board of Trustees meeting dated 02.06.2021 and numbered 15, following its acceptance at the Senate meeting dated 16.02.2021 and numbered 2021/4.

Execution

ARTICLE 17 - (1) The Rector shall execute the provisions of this directive.