

FACULTY OF ART, DESIGN AND ARCHITECTURE
DEPARTMENT OF INTERIOR ARCHITECTURE AND ENVIRONMENTAL DESIGN
INTERNSHIP APPLICATION PRINCIPLES

Purpose

Article 1. The purpose of these principles is to enable students to consolidate, within a professional working environment, the theoretical knowledge, design skills and professional experience they acquire in the field of interior architecture during their undergraduate studies. Through the internship process, students are expected to take part in the design, application, production and organization processes of interior architecture practice, and thereby to become familiar with professional relations, responsibilities, modes of operation, materials and production technologies.

Scope

Article 2. These Application Principles cover the procedures and principles governing the internships that students of the Department of Interior Architecture and Environmental Design, Faculty of Art, Design and Architecture, Işık University are required to complete during their undergraduate studies.

Basis

Article 3. The Internship Application Principles of the Department of Interior Architecture and Environmental Design have been prepared on the basis of the provisions of the Işık University Internship Directive. https://www.isikun.edu.tr/sites/default/files/2026-06/staj-yonergesi_r1.pdf

Internship Committee

Article 4. The processes relating to the conduct and evaluation of students' internship work are carried out by the “Unit Internship Committee” and the “Department Internship Committee” in accordance with the provisions of the Işık University Internship Directive. The composition, duties and working principles of these committees are subject to the relevant articles of the Işık University Internship Directive.

Internship Documents

Article 5. Students are responsible for preparing the documents listed below in full during the internship application, execution and evaluation processes, for following the relevant approval procedures, and for submitting the documents within the prescribed periods. All required documents must be completed digitally, must be prepared as legible and complete scanned PDF files rather than as photographs, and must be submitted as a single file. The internship form must bear a current passport-size photograph; in addition, the photograph must be submitted as a separate file in JPEG format. Application documents that are incomplete, illegible or not prepared in the required format will not be evaluated.

Documents Required for the Internship Application

5.a) Compulsory Internship Form (Form 1): Within the scope of the compulsory internship application, the student prepares the required forms and documents in full and submits them to

the Department Internship Committee at least 20 working days before the internship start date. All internship documents must be submitted in a single e-mail. Following the completion of the departmental review and approval process, the application documents are forwarded to the Internship Office at least 15 working days before the internship start date. All signature and approval sections of the internship form must be completed in full. Applications that are incomplete, unsigned, sent as separate messages, or not submitted within the prescribed period will not be evaluated.

5.b) Employer Information Form (Form 2): Students must complete in full the Employer Information Form containing the details of the institution or organization at which they will undertake their internship and submit it together with their application documents. All information, approval and signature sections of the form must be completed in full.

5.c) Declaration and Undertaking Form (Form 3A/3B): The declaration and undertaking form stating whether the intern's social security coverage will be provided by the University must be completed in full and submitted together with the application documents.

5.d) Copy of Identity Document: Students must submit a legible, complete and properly scanned copy of their identity document as part of their application documents.

5.e) Certificate of Work on Weekends and Public Holidays: If the internship is to be carried out on weekends or public holidays, the student must attach to the application documents a signed and stamped certificate issued by the workplace confirming that work will be performed on those days. The certificate must clearly specify the days to be worked.

5.f) Work Permit Exemption Certificate: International students who will undertake an internship in Türkiye, or at Türkiye-affiliated companies of foreign origin, must attach the Work Permit Exemption Certificate to their application documents. Current information on obtaining this certificate and on the relevant application procedure is set out in the Internship Application Guide published by the University.

5.g) Passport-Size Photograph: Students must submit a current passport-size photograph as a separate file in JPEG format together with their application documents.

Documents Required for the Internship Evaluation

5.h) Internship Evaluation Form (Form 4): This is the document assessing the work carried out by the intern during the internship and their overall performance. It must be completed and signed in full by the internship supervisor and submitted to the Department Internship Committee.

5.i) Internship Logbook (Form 5 / Form 6): Students are required to record the work carried out during the internship in the form of an internship logbook/report prepared in accordance with the specified principles (see Article 7). The internship logbook/report must be submitted within two months at the latest following the completion of the internship. The required sections of the logbook/report must be completed and the relevant pages must be signed by the internship supervisor. Students who are registered for the internship course in the relevant semester and

who complete their internship within that semester must submit their internship logbook/report by the date announced by the Department Internship Committee so that end-of-semester grading procedures can be carried out. (For the required logbook format, see: [Current Internship Directive and List of Forms of the Department of Interior Architecture](#))

Internship Application Deadlines and Procedure

Article 6. Internship application and submission processes are conducted as set out below:

6.a) In order for the departmental preliminary review and approval process to be completed, students are required to submit their application documents to the Department Internship Committee at least 20 working days before the internship start date. Applications approved by the Department must reach the Internship Office at least 15 working days before the internship start date.

6.b) It is the student's responsibility to prepare in full all forms, documents and annexes defined and required under Article 5. Applications that are incomplete, illegible, unsigned, unstamped or otherwise not prepared in accordance with the prescribed procedure will not be evaluated.

6.c) As part of the application, the Internship Form (Form 1), the Employer Information Form (Form 2), the Declaration and Undertaking Form (Form 3A–3B), a copy of the identity document, a passport-size photograph (in JPEG format) and, where applicable, supplementary documents are prepared in full and submitted by e-mail to the relevant Department Internship Committee and, following approval, to the Internship Office. Documents delivered in person are not accepted.

6.d) All correspondence relating to the application process is conducted through the institutional e-mail address assigned to the student by the University. Students are responsible for checking their e-mail regularly throughout the application process. E-mails sent in connection with an application must include an appropriate message stating the subject and content of the application. E-mails that contain only attachments, that do not specify the nature of the application, or that lack the necessary explanations will not be considered valid applications.

Preparation of the Internship Logbook

Article 7. The following rules apply to the preparation of the internship logbook:

7.a) The cover page of the internship logbook format used by the Department must be completed in full. The name and surname, student number, place of internship, type of internship, code of the selected course and total number of working days must all be stated on the cover page.

7.b) The table of contents included in the internship logbook must be organized in line with the main headings and subheadings specified in the form. Students are responsible for indicating the page numbers of the relevant sections completely and correctly. A table of contents that is left blank, not updated, or inconsistent with the headings of the format is treated as an incomplete submission.

7.c) A report of at least one page must be written for each day on which the internship is carried out. Daily reports must provide explanatory accounts of the work performed, the observations made, the professional knowledge and experience acquired, the materials and production methods used, and the activities relating to technical drawing, application, design or construction site processes. Reports that do not explain the work carried out, that do not adequately reflect professional content, or that consist only of brief and general statements are deemed insufficient and a revision is requested. Photographs, drawings, sketches and similar visual materials relating to the internship may be inserted in the relevant report pages or presented collectively under the heading “Appendices”.

7.d) The reports forming the internship logbook must be prepared digitally.

7.e) Sections “2.1. Preface”, “2.2. Introduction to the Institution” and “2.4. Conclusion” of the internship logbook must be completed in accordance with the format and must not be left blank. The explanatory and guiding texts contained in the template must not be left in the final submission file.

7.f) The text must be set in Times New Roman, 12 point. Margins must be arranged as 2.5 cm on the left, 1.5 cm on the right, 2.5 cm at the top and 2.5 cm at the bottom.

7.g) The sources used in preparing the report must be listed in alphabetical order at the end of the report.

7.h) A framed approval box must be provided at the bottom of every report page. This section must be signed by the authorized representative of the internship workplace, together with their name and surname; the student's signature field must likewise be completed in full.

7.i) In section “2.4. Conclusion” of the internship logbook, the student's signature and the title, name and surname, signature and stamp of the workplace representative must be completed in full. This section must be completed separately from the daily internship reports and must address the knowledge and experience gained during the internship, the contribution of the work carried out to the student's professional development, and the student's overall assessment of the internship process.

Duration of the Internship

Article 8. Internship durations are identical in the Turkish and English programs of the Department of Interior Architecture and Environmental Design; in both programs, the compulsory internship consists of a 20-working-day office internship and a 20-working-day construction site internship.

8.a) Office Internship: An internship carried out at interior architecture/architecture offices or at related design firms, intended to develop students' skills and experience in design, drawing, presentation, project development and professional application processes.

8.b) Construction Site Internship: An internship carried out at construction sites where interior architecture/architecture projects are implemented, covering structural and finishing works, application processes, use of materials, site organization, project monitoring and work management.

Internship Periods

Article 9. As stated in the University Internship Directive, internships are, as a rule, carried out during academic holidays and on consecutive working days. However, students who have at least three full weekdays free each week (with no academic activity requiring their attendance) may undertake their internship on those days during the teaching period.

9.a) One week is counted as five working days. Saturdays, Sundays and public holidays are not included in the internship period. However, if the workplace declares that it operates on such days and the student's work on those days is documented by a signed and stamped certificate, these days may be included in the internship period.

9.b) The same practice applies during the summer school period. Students who have at least three full working days per week without classes may undertake an internship during summer school.

9.c) Students are required to work at least eight hours per day on the days on which they undertake their internship.

9.d) Each compulsory internship must be completed at one time and without interruption within its own category. The office internship and the construction site internship are treated as separate internship obligations; the required duration of each, however, may not be divided. Accordingly, completing part of a 20-working-day internship in one period and the remainder in another period or on different dates is not accepted. Students are required to complete the total duration of the relevant internship type at the same workplace and within the approved date range. Cases of illness, accident, change of dates, cancellation or extension recognized under the University Internship Directive are reserved.

9.e) The office internship and the construction site internship may be carried out in different summer periods, or within the same summer period on different dates, provided that the required duration of each internship is completed in full.

9.f) Whether two internships may be undertaken simultaneously, the credit/year-of-study requirements for enrolling in the internship courses, and the principles concerning prerequisite courses are determined in line with the relevant curriculum and the decisions of the competent boards.

Illness and Accident During the Internship

Article 10. Students who are unable to continue their internship due to illness or accident are required to notify the Internship Office and the relevant Department Internship Committee without delay. The student submits to the Internship Office a medical report certifying incapacity to work, or the relevant official document, covering the days of absence. The excuse is assessed in accordance with the provisions of the University Internship Directive; where it is accepted, the internship period is extended by the number of days not attended. The additional period granted on the grounds of an excuse may not, however, exceed half of the duration of the relevant internship. Days of unexcused absence are not counted towards the internship period.

Evaluation

Article 11. The internship evaluation process is conducted in accordance with the following principles: Students who complete their internship are required to enroll in the relevant internship course so that the internship can be evaluated and the grade entered into the system. Internship documents are evaluated in accordance with the provisions of the University Internship Directive; entry of the grade into the system, however, is conditional upon enrollment in the relevant internship course. Students are responsible for enrolling in the internship course during the course registration period specified in the academic calendar.

11.a) The Internship Logbook and the Internship Evaluation Form are assessed by the relevant Unit/Department Internship Committee in accordance with the University Internship Directive. The assessment results in Acceptance, Revision or Rejection. In the event of Revision, the student must submit the corrected documents within the period specified in the University Internship Directive.

11.b) In the event of Acceptance, the relevant internship course is recorded as “P” on the grade sheet. In the event of Rejection, the internship is deemed unsuccessful and the relevant internship course is recorded as “F” on the grade sheet.

11.c) Students who enroll in the internship course after completing their internship during the summer period are required to submit their internship logbooks within two months at the latest from the start date of the relevant academic term. Students who complete their internship during the academic term are required to submit their internship logbooks at least ten days before the date on which grading for the internship course closes. Internship logbooks not submitted within these periods are not evaluated.

Graduation Requirement

Article 12. Successful completion of the internships is a requirement for graduation from the Department of Interior Architecture and Environmental Design. Students who do not fulfill the internship obligations set out in the University Internship Directive and in these Application Principles, and whose internship work is not deemed successful by the relevant Internship Committee, are not entitled to graduate.