

ISTINYE UNIVERSITY
SENATE MEETING

MEETING DATE	MEETING HOUR	SESSION NO
18/07/2018	10.00	14

ISTINYE UNIVERSITY
DIRECTIVE ON INTERNSHIPS AND APPLIED COURSES AT WORKPLACES

Purpose and scope

ARTICLE 1 - (1) This directive defines and regulates the procedures and principles for the planning, implementation, supervision and evaluation of basic principles related to the compulsory or optional internships to be done by students studying for an associate or undergraduate degree at Istinye university to improve their knowledge and skills during their study and the applied courses to be provided at workplaces, which they are required to take as part of their individual curriculum.

Basis

ARTICLE 2 - (1) This directive was prepared based on Additional Articles 23 and 24 of the Higher Education Law No. 2547; the Vocational Training Law No. 3308; Articles 7, 11, 12, 15, 22 and 32 of the Istinye University Regulation on Associate Degree and Undergraduate Education and Exams; and the Regulation on Non-Academic Development Table (NADT).

Definitions

ARTICLE 3 - (1) In this Directive;

- a) Academic year: refers to the academic period defined as covering the fall and spring semesters and the summer terms in accordance with the academic calendar approved by the Senate,
- b) Faculty Board: refers to the Faculty Boards of the relevant faculties,
- c) Human Resources Directorate: refers to the unit that processes the SSI registrations of the Istinye University students during the internship periods,
- d) Board of Vocational School: refers to the Boards of the Vocational Schools,
- e) Student Center Directorate/SCD: refers to the Student Center Directorate of Istinye University,
- f) Student Registration Office: refers to the unit of Istinye University, which performs and monitors the registration, re-registration, course selection and other procedures of the students,
- g) Rector: refers to the rector of Istinye University,
- h) Senate: refers to the Istinye University Senate,
- i) Internship: refers to the professional work done by students at places of business in addition to the theoretical and practical courses that they take, which are identified by the Council of Higher Education based on fields of any level, that are provided by higher education institutions, so that they can improve the professional knowledge, skills, attitudes and behaviors that they are expected to gain through training programs; get to know the industry related to their education; adapt to the business life; and be trained in the real production and service environment,
- j) Internship Commission: refers to the commission consisting of the internship coordinators of the departments and programs, the purpose of which is to organize, coordinate and evaluate the activities related to internships at faculties or vocational schools,
- k) President of the Internship Commission: refers to the faculty member responsible for the meetings, coordinated work and reporting of the internship commission at the faculties or vocational schools,
- l) Internship Coordinator: refers to the faculty member who is in charge of the organization and coordination of the activities related to internship at the departments of the faculties or the programs of the vocational schools,
- m) Internship Report: refers to the report in which the students present the work they did and the knowledge and experience they gained during their internship period in writing, and which is approved by the official of the institution where the student did his/her internship
- n) SSI: refers to the Social Security Institution,

- o) Applied Course: refers to courses which require the student to make professional observations at a workplace under the supervision of the relevant faculty member as part of the taken course so that the student can improve his/her professional knowledge and skills,
- p) University: refers to Istinye University.

Key principles

ARTICLE 4 - (1) Ensuring the professional development of students at a maximum level through the internship and applied course practices during their education period is essential. In this respect, the University management takes the necessary measures, allocates the necessary resources, and ensures that the internship commissions and administrative units work in coordination.

(2) The compulsory internships that the students have to complete and the workplace practices they will participate in as part of the courses they take in order to graduate from associate degree and bachelor's degree programs are included in the curriculum of such programs, which are approved by the Senate.

(3) Information on whether the student completed his/her compulsory internship or not is separately indicated in the transcript.

(4) Students can do optional internships in addition to compulsory internships. Information on non-compulsory internships are included in the student's Non-Academic Development Table (NADT).

Internship coordinator, internship commission, president of the internship commission

ARTICLE 5 - (1) The Dean/Manager appoints a faculty member of a department/program staff as the internship coordinator for each department/program, regardless of the availability of a compulsory internship/workplace practice in the curriculum of such department/program. The term of office of the internship coordinator is two years. The coordinator whose term of office expires can be reappointed.

(2) An internship commission is established at each faculty and Vocational School. Internship coordinators of departments/programs are members of the internship commission.

(3) The relevant dean/manager appoints one of the commission members as the president of the internship commission. The term of office of the president is 2 years. The President may be dismissed from his/her position by the same method s/he is appointed. The president whose term of office expires can be reappointed.

Duties of the internship commission

ARTICLE 6 - (1) The duties of the internship commission are as follows:

- a) To identify the specific conditions and practices related to internships at the faculties and vocational schools for the current academic year by meeting at the beginning of the academic year and to present them to the related board of the faculty or the vocational school.
- b) To inform SCD about the internship regulations of the related boards of faculties or vocational schools.
- c) To inform SCD about the numbers and lists of students at faculties and vocational schools who will do internships in that academic year.
- d) To work in coordination with SCD on internship activities.
- d) To evaluate the special cases received from students through the internship coordinators and present them to the related board.
- e) To review and decide on the applications of students who would like to do optional internships.

Internship coordinator and his/her duties

ARTICLE 7 - (1) The duties of the internship coordinator are as follows:

- a) To inform the internship commission of the faculty or vocational school at the beginning of the academic year about the special conditions and applications of his/her department or program related to internships.
- b) To inform the internship commission about the numbers and lists of students who are obliged to do internships in the current academic year.
- c) To approve the Internship Application Forms of students during the internship process.
- d) To evaluate the appropriateness of the organization which the student located through his/her own efforts and at which s/he would like to do an internship.

- e) To monitor the internship process of the students.
- f) To communicate the special cases of students (international internship request, excuse report, internship in multiple time periods, internship during the education period, etc.) to the internship commission along with the petitions of the students.
- g) To check that the internship is implemented in accordance with its purpose and rules, and to receive information about the student from the institution/organization where the internship is done, where required.
- h) To review the Student Internship Report and the internship evaluation form to decide whether the internship was successful or not.
- i) To submit the information of the student who completed his/her internship to the Student Registrar's Office.
- j) To do other work and transactions related to internships.

Duties and responsibilities of the student center in relation to internships ARTICLE 8 - (1) The duties of the SCD are as follows:

- a) To assist the students in locating a company for internship. To establish relationships for this purpose and to announce the located internship opportunities before the internship periods.
- b) To make the annual internship plans by receiving the information on the internships that are planned for the year, internship periods and the students who will do internships from the departments.
- c) To carry out the planning of the internship and workplace course practices with businesses where internships will be done, and to coordinate the process.
- d) To carry out the planning of the internship and workplace course applications at the Health Application Research Center and Additional Buildings of the University and to coordinate the process.
- e) To ensure that documents such as the training record book, internship form, etc. are designed and printed, and to distribute these to students.
- f) To receive the material requests for internships and applied courses at workplaces from the departments, and oversee the process for their purchase and distribution to the students.
- g) To investigate the legal conformity of the contract texts presented to the student by organizations providing internships, which are not located by the university.
- h) To provide information to students who began their internships through central planning at the beginning of the internship period, to monitor the students, and to inspect the internship process by communicating with the workplace.
- i) To ensure that trainings such as the Occupational Health and Safety training which the students are required to take in relation to the internship and the applied course at workplaces are planned and provided.
- j) To develop collaborations with institutions that provide recruitment services to make it easier for students to find companies where they can do their internship, to make announcements about these institutions within the University.
- k) To develop relationships with the institutions which require institutional protocols to be executed, to conduct and announce the cooperation activities.
- l) To inform the Human Resources Directorate of the total annual number of intern students in line with the information received from the internship commissions.
- m) To supervise the performance of the SSI entries for students before the internship period begins.
- n) To prepare and provide the forms that students will use during the internship process, and to monitor the process.
- o) To locate companies where students can do internships, to inform them about the things to do during the internship and similar issues, to provide consultancy.

Internship duration and period

ARTICLE 9 - (1) The duration of the internship is the period specified in the curriculum of each department or program, which is approved by the Senate and the student has to do internship for such period in order to graduate.

(2) The internship is done on official working days when there are no education and training activities. If the organization where the student is doing his/her internship is one which is authorized to work during the weekend and on official holidays and if the student receives approval from the organization for working on those days, such days are also included in the duration of the internship.

(3) In special cases, the decision for the internship to be done during the education period is made with the proposal of the internship commission of the relevant faculty or vocational school and the approval of the related board and is notified to the SCD.

(4) The internship is done without interruption and without being divided into sections, except for special cases. In special cases, the internship period can be divided into 3 parts upon the application of the student, the proposal of the internship commission and the decision of the related board. This decision is notified to the SCD.

(5) The student has to make up for the days s/he couldn't continue with the internship due to a valid excuse. The student shall inform such a case to the internship coordinator and the SCD as soon as possible.

(6) The decision on whether an internship which is only partially completed by a student due to force majeure or a valid excuse shall be accepted or not is taken by the relevant board upon the proposal of the relevant internship commission.

The internship application process and the internship documents

ARTICLE 10 - (1) The student shall physically or electronically take the Internship Application Form that is required for the internship application from the SCD and fill out three copies of it. After s/he receives the approval of the internship coordinator and internship organization for the form, s/he shall deliver it to the SCD at least 20 days before the beginning of the internship.

(2) The SSI premium of a student who shall do a compulsory internship or an optional internship with the decision of the internship commission is paid by the University. The SSI premium of a student who shall do an internship abroad by his/her own will is not paid by the University.

(3) The SSI Statement of Employment is prepared by the Human Resources Directorate and sent by the SCD to the contracted institutions at the beginning of the internship process. For non-contracted institutions, the student shall take the SSI Statement of Employment from the Human Resources Directorate and deliver it to the institution, if it is requested by the institution.

(4) The Internship Report is prepared by the SCD and delivered to the student by hand or online. The student has to fill in the internship report on a day by day basis, have it approved and deliver it to the internship coordinator within the first 15 days of the academic semester following the end of the internship.

(5) The Internship Evaluation Form is provided to the student by hand or online by the SCD. It is filled out and approved by the official of the organization where the student did his/her internship and is delivered to the student in a closed envelope. The student has to deliver the internship evaluation report and the internship report to the internship coordinator within the first 15 days of the academic semester following the end of the internship.

(6) In case of any change in the internship dates of the student whose internship application is approved, the student must notify the SCD as soon as possible. In this case, the student has to re-start the internship application process and receive all the approvals.

Internship exemption

ARTICLE 11 - (1) Students who work at a job related to their department or program, which would improve their professional knowledge and experience and as an employee registered with the SSI may apply for an exemption from the internship. In this case, the student shall apply to the internship coordinator with a service scheme certificate and a petition. The student can be exempted from the internship with the proposal of the internship commission and the decision of the relevant board.

(2) Students who are registered through an internal or external transfer shall apply to the internship coordinator to be exempted from their internships due to their previous internships which they fully or partially completed as required by their previous curriculum, with a petition and the document indicating that the internship was accepted. The student can be exempted from the internship with the proposal of the internship commission and the decision of the relevant board.

(3) The student has to apply for the internship exemption until the end of the first 2 weeks of the first semester that s/he registered.

Application and evaluation of the internship

ARTICLE 12 - (1) The student is obliged to comply with the provisions of the "Student Disciplinary Regulation for Higher Education Institutions" during the internship as well.

(2) During the internship, the student is obliged to act in accordance with the conditions and working order of the workplace where s/he is doing his/her internship, and to comply with the instructions given to him/her on issues such as working hours, work clothes, hygiene, confidentiality, and secrecy.

(3) The student can complete his/her internship at another organization upon his/her application and the approval of the internship commission, in case of an extraordinary situation, a situation which is in violation of the occupational safety, force majeure resulting from conditions such as fire, bankruptcy, work accident etc. or natural disasters such as floods or earthquakes, or if the student is employed outside the purpose of his/her internship.

(4) Internship coordinators may carry out inspections to determine that the internship is conducted in accordance with the rules, where required.

(5) The student has to deliver the internship report and the internship evaluation report to the internship coordinator within the first 15 days of the academic semester following the end of the internship. The documents related to the internship are evaluated by the internship coordinator who decides that the student was successful/unsuccessful during the internship. The internship commission is authorized to identify the principles related to the evaluation of internships. The results of the evaluation are notified to the Student Registration Office.

(6) The student may object to the result of the internship evaluation in writing within three working days following its date of announcement. The objection is evaluated by the relevant board.

Optional internship

ARTICLE 13 - (1) The student is required to complete the internship application form during the optional internship process as well and submit it to the SCD after receiving all approvals.

(2) The student's request for an optional internship must be approved by the internship commission.

(3) The SSI premiums of the student whose internship request is approved are paid by the University.

(4) Students who are obliged to do an internship as required by the curriculum cannot apply for an optional internship before completing the compulsory internship

(5) Students who do optional internships do not have to fill out and submit internship reports and internship evaluation forms.

(6) The optional internship work is not included in the student's academic transcript, but is included in the Non-Academic Development Table (NADT).

(7) Optional work that does not comply with the procedures specified in this article are not considered as internships and are not recorded in the Non-Academic Development Table.

Applied courses at workplaces

ARTICLE 14 - (1) The SCD shall be informed by the instructor on the applied courses to be taken at workplaces out of the courses that are indicated in the curriculum as those that will be taken as applied at least 3 weeks before the beginning of the academic year.

(2) The permissions and approvals required for the course to be taken at the workplace are followed by the SCD.

(3) The SCD plans and coordinates the workplaces where the applied courses will be taken and the process of “applied courses at workplaces” to be implemented at the Health Application and Research Center of the University and its Additional Buildings.

(4) The instructor is required to deliver a list of the students, organizations and the supervising instructors to the SCD at least 2 weeks before the beginning of the workplace course practice.

Effective Date

ARTICLE 15 - (1) This Directive shall become effective as of the date of its acceptance by the Board of Trustees of Istinye University.

Execution

ARTICLE 16 - (1) This Directive shall be executed by the Rector of Istinye University.