(Senate Resolution dated 25.03.2010 no.03)

(Senate Resolution dated 18.06.2012 no.08)

# ATILIM UNIVERSITY SCHOOL OF ENGINEERING

# DIRECTIVE ON INTERNSHIPS

**Purpose**

**Article 1** - This Directive aims to regulate the mandatory internship procedure of undergraduate program students at the School of Engineering at Atılım University.

# Scope

**Article 2** - This Directive covers the basic principles and procedures regarding the planning, the execution and the evaluation of mandatory internships to be performed at institutions or organizations in Turkey and abroad by the students of Atılım University School of Engineering.

# Basis

**Article 3** - This Directive is prepared on the basis of Article 10 of Atılım University Regulations on Student Registration and Admission, Education, Learning and Examination at the levels of Associate Degree and Graduate Degree, dated 13.08.2000 no. 24139, and Social Security Law dated 01.10.2008 no. 5510.

# Definitions

**Article 4** - The definitions for this Directive are:

* 1. **University:** Atılım University
	2. **School:** The School of Engineering
	3. **President:** The President of Atılım University
	4. **Dean:** The Dean of Atılım University School of Engineering
	5. **SSI:** Social Security Institution
	6. **Department Internship Commission:** The commission responsible for internship affairs/ operations at relevant departments of Atılım University School of Engineering
	7. **Department Internship Coordinator:** The Director of the Department Internship Commission
	8. **Department Internship Commission:** The Internship Commission for Atılım University School of Engineering

**ı. School Internship Coordinator:** The Internship Commission Director for Atılım University School of Engineering

1. **Internship:** The applied studies to be performed by the students of Atılım University School of Engineering at institutions and organizations relevant to their disciplines with the aim to solidify their professional skills by putting the information gained during their undergraduate studies into practice. Within the scope of this Directive, two categories of internships have been taken into consideration:
	1. **Basic Internship:** The mandatory internship studies to be performed by the students of the School of Engineering fulfilling certain conditions under certain departments, from the summer semester after the second semester at the University, or at an institution deemed appropriate by the University.
	2. **Professional Internship:** Internship studies to be performed by all students of the School of Engineering fulfilling the required criteria, from the summer semester following the fourth semester at workplaces of national or international institutions and organizations. These internship studies involve professional practices defined by the relevant department.
2. **Intern Student:** Students the applied studies for whom are deemed mandatory as part of their education shall be named intern students throughout their internship period.
3. **Workplace:** The workplaces of domestic and international institutions or organizations where students of Atılım University School of Engineering may be employed as interns.
4. **Internship Period:** The summer periods where professional internships take place.
5. **Special Conditions:** The conditions of Article 16.

# Department internship commissions/ coordinators and their duties

**Article 5** - An Internship Commission is established to regulate and execute internship operations at each department. With all members appointed by the Directorate of the Department, the commission consists of at least two faculty members/ instructors, one of whom is the coordinator. Where needed, a research assistant may support the commission operations. The Department Internship Coordinator represents the department among the School Internship Commission. The term of office for commission members is two years.

The duties of the Department Internship Commission are as follows:

1. The commission prepares an internship guide that fits the needs of their department, on the condition not to contradict this Directive, to be made available to students online via the department website. The guide includes:
	* The definition, the aim, the period and the preliminary conditions regarding the internship, and other subjects,
	* The criteria and requirements for appropriate workplaces for internship studies,
	* Rules on content, format and style for internship reports:
	* Department criteria to evaluate internships and internship reports, and
	* The necessary internship documents and samples required to be provided and completed by intern students are mentioned in detail.
2. The commission also executes correspondences, as well as preparing an updating a database for public and private sector workplaces where internship was previously possible. It assigns the internship opportunities to students, prioritizing students with respect to their academic success and time until graduation, or through sweepstakes.It assesses and confirms whether the workplaces found by students are appropriate; if any, whether the preliminary conditions are met; and whether the dates to start and end the internship match those predetermined by the department.
3. The commission prepares student internship files, keeps them until the end of the evaluation period and delivers them to the department secretariat to be kept in the archives of the relevant department directorate.
4. It keeps a copy of the documents provided by students in two copies for the **“Work Accident and Occupational Disease Insurance”** required to be done by the University within the framework of SSI Law no. 5510 in internship files, delivering the secondary original copies to the School Internship Commission at least 10 (ten) days before the internship is to start, to be submitted to the University Directorate of Personnel Affairs.
5. The commission executes the operations of performing, auditing and evaluating internships in line with Articles 12 and 14.
6. The commission also reminds student advisors and interning students to register for internship studies before the semester registration starts.
7. It also performs the duties necessitated by the “Continuous Improvement Practice” in line with Article 7.

# The school internship commission and its duties

**Article 6** - The School Internship Commission consists of a chairperson (the School Internship Coordinator) assigned by the Dean, and the department internship coordinators. The term of office for the members of the School Internship Commission is 2 (two) years. The commission gathers at the start of each academic year to perform the duties below:

1. Ensuring that the internship practices of departments are executed in line with the School Directive on Internships.
2. Managing and auditing the “Continuous Improvement Practice” as per Article 7.

**Continuous improvement practices**

**Article 7** - A process for continuous improvement is implemented at department level and at School level in order to maximize student benefit from internships, minimize problems and execute operations in a more beneficial manner. The shareholders of such implementation are intern students, the administrative departments named under internship execution, workplace officials and internship commissions. In this regard, internship commissions prepare a report on the challenges in internship execution, and their recommended remedial actions in the semester of fall, to present to the School Internship Commission. These reports are evaluated by the School Internship Commission and a summary report is presented to the Dean in relation to the amendments required. The remedial actions deemed appropriate are added to the School Board agenda by the Dean.

# Internship Semesters and Periods

# Article 8 -

**Basic Internship:** School of Engineering students meeting the requirements and who are to start basic internship as per their undergraduate programs are obliged to perform their basic internship studies from the summer semester following their second semester, between dates and for durations determined by their department.

**Professional Internships:** School of Engineering students who meet the preliminary conditions are obliged to perform their professional internship studies as many times as determined by the department and for 20 days each, from the summer semester that follows their fourth semester.

Students may work at most for five days a week since a week is considered to be of five working days under normal conditions. However, when the liability is accepted by the establishment, this period may be extended to six days a week. Students may not work night shifts as interns. At institutions where daily working hours exceed eight hours, internships are deemed over eight hours.

Internships that last shorter than the predetermined period are deemed failed.

Students not covered with the special conditions under Article 16 may not perform more than one internship study during an internship period.

# Workplaces and finding a workplace

**Article 9** - Basic internship studies that apply for some departments may be performed at the University or an institution deemed appropriate by the internship commission of the relevant department. **(Amended: Sen. Res. No. 18.06.2012-08)** Summer internship studies may be performed through participation in University projects. Professional internships can be done at domestic or international institutions deemed appropriate by the internship commission of the relevant department. Students are completely liable for the duties and responsibilities of finding a workplace for their professional internship studies. In addition, departments may contribute in providing workplaces that offer the required conditions. The confirmation by the department internship commission finalizes the suitability of the workplace. Studies conducted at workplaces deemed unfit by the department internship commission do not count towards the completion of internship studies, and are not evaluated.

Intern students may not perform multiple internship studies at a single institution. Intern students starting their internship studies at a certain institution may not change their workplaces without the consent and the approval of the Department Internship Commission. Students may continue their internship studies at different institutions in the event of strikes, lockouts, force majeure such as maintenance and repairs, as well as natural causes such as earthquakes, fire or flood causing interruptions in the internship studies.

# Preparation, tracking and delivery of internship documents

**Article 10** - Students are obliged to prepare, track the progress of and deliver to relevant authorities the documents mentioned in the department internship guide throughout their internship period. Students who are to intern abroad are responsible to organize their internship files in line with the demands of the receiving institution or organization.

# Mandatory insurance

**Article 11** - Intern students are obliged to get insurance policies for occupational accidents and professional diseases for the period of their internship in line with the SSI Law dated October 1st 2008 no. 5510. The documents required for insurance procedures are announced to all departments to be included in the department internship manual, by the School Internship Commission. The mandatory insurance premiums are covered by the University. However, when the internship duration exceeds the compulsory internship period predetermined by the department, the intern student is subject to regular insurance policies similar to other employees.

# Internship studies and audits on interns

**Article 12** - Once their workplaces are approved by the internship commission, students obtain the “Internship Evaluation Form” from the department internship coordinator, and the “Statement of Employment” from the University Personnel Directorate, and deliver them to the institution or organization where they are to be employed, to start their internship studies. These forms must be delivered to the relevant institution or organization one day before the start of employment, the latest.

Attendance to internship studies is compulsory. Students are to complete the missing days of their internship studies due to diseases or valid excuses within the same internship semester. Students not completing their missing internship studies, failing at their workplaces and obtaining invalid grades for their internship reports are to repeat their internship studies. Departments audit intern students during their internship studies where needed.

# Registration for internships

**Article 13** - Internship registrations should be performed during the registration period for the Fall Semester following the internship. However, students unable to register for internship studies as per Atılım University Regulations on Student Registration and Admission, Education, Learning and Examination at the levels of Associate Degree and Graduate Degree must perform their registration process in the Spring Semester that follows, the latest.

# Delivery and evaluation of internship reports

**Article 14** - At the end of the internship studies, the workplace official completes and confirms the Evaluation Form and delivers it to the directorate of the relevant department by the last working day of the week following the Course Add/ Drop date in the semester that follows the internship, personally or by mail, in a sealed envelope.

Students prepare an Internship Report in line with the principles determined by their department, covering their studies throughout the internship period. The report should be in English.

Internship reports are delivered to the relevant department internship coordinator, or the department secretariat by the final work day of the week following the “Course Add/ Drop” date in the academic semester following the internship. The relevant department internship commission shall decide whether to consider late deliveries eligible for evaluation.

The department internship commission reads and evaluates the internship reports. Report evaluation is finalized by the final workday of the “Course Withdrawal” date and the reports deemed by the coordinator to be in need of corrections are announced to students. Corrections are completed within two weeks to be delivered to the department internship coordinator or the department secretariat.

# Disciplinary Affairs of Intern Students

**Article 15** - Intern students are obliged to follow the rules on work order, discipline and occupational safety determined by the workplaces where they are employed as interns. The provisions of Higher Education Institutions Regulation on Student Discipline, as well as those of Atılım University Regulations on Student Discipline apply also during internships.

**Special Conditions**

**Article 16:**

1. In the event where the period of the internship program projected by the institution exceeds that predetermined by the department, students may extend their duration for internship with a letter from the institution. However, the University does not cover the insurance premiums for the extending period (See Article 11).
2. Students to graduate in the following year who are unable to perform internship studies due to force majeure such as family issues, or diseases, may perform their two professional internships consecutively in the summer semester that follows, once deemed appropriate by the internship commission of the relevant department.
3. Students may perform one of their professional internships at University laboratories, in activity fields to promote the University or at application centers upon the suggestion by the internship commission and the approval by the School Internship Commission.
4. Students within the scope of the **Double Major** program are required to perform at least one internship study relevant to their second major. In the event where both of these majors deem doing so appropriate, a student may have both majors recognize their professional internship studies. In this case, the internship commissions of the relevant departments decree whether two internship reports shall be prepared.
5. Students within the scope of the **Minor** program are not required to perform professional internship studies relevant to their minor unless specified otherwise by the relevant department.
6. Exemption status of assignment students entitled to study at our School through the **Student Transfer** exam (DGS) from basic internship studies due to their previous education is evaluated and decreed by the assignment commission of the relevant department.
7. Internship studies of transfer students from other higher education institutions performed during their previous studies may be partially or completely accepted with the approval by the department internship commission.

# Situations not included in the directive

**Article 17** - The relevant committees are responsible regarding situations not included in the directive, provided that no contradictions are the case with respect to Atılım University Regulations on Student Registration and Admission, Education, Learning and Examination at the levels of Associate Degree and Graduate Degree, dated 13.08.2000 no. 24139.

# Effective Date

**Article 18 -** This Directive shall take effect after its approval by the Atılım University Senate.

# Execution

**Article 19 -** This Directive is executed by the President of Atılım University.