(Senate Resolution dated 25.08.2015 no. 08)

# ATILIM UNIVERSITY

**SCHOOL OF CIVIL AVIATION DIRECTIVES ON INTERNSHIP**

**SECTION ONE**

# Purpose, Scope Basis and Definitions

**Purpose**

**Article 1** - This Directive was prepared with the aim to regulate the principles and procedures regarding internship studies to be performed in Türkiye and abroad by the students of Atılım University School of Civil Aviation throughout their education with the aim to learn professional practices and gain experience relevant to their undergraduate program.

# Scope

**Article 2** - This Directive covers the basic principles relevant to the planning, execution and evaluation of internship studies by students of Atılım University School of Civil Aviation, excluding those under the Department of Professional Pilot Training.

# Basis

**Article 3** - This Directive is based on Article 10 of Atılım University Regulations on Student Registration and Admission, Undergraduate and Graduate Degree Education, and Examination published on the Official Gazette dated August 13, 2000, no. 24139; Social Security Institution Law no. 5510 to take effect on December 1, 2008; and Article 21 of Licensing Regulations of the General Directorate of Civil Aviation for SHY-66 01 Aircraft Service Personnel published in the Official Gazette dated 16/05/2007 no. 26524.

# Definitions

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

a. School; Atılım University School of Civil Aviation,

b. Director; the Director of Atılım University School of Civil Aviation,

1. Internship Commission: The Commission chaired by the Assistant Director of the relevant School and formed through the participation of department representatives, with the aim to execute internship procedures at Atılım University School of Civil Aviation,
2. SHGM (DGCA): The Directorate General of Civil Aviation, DHMİ (GDSAA): General Directorate of State Airports Authority;

f. System: The Internship Software System of Anadolu University;

g. Student Students of Atılım University School of Civil Aviation.

**SECTION TWO**

**The School Internship Commission and its Duties**

**Article 5** - All procedures relevant to internship studies under the School of Civil Aviation are executed by the School Internship Commission. The School Internship Commission consists of a chairperson, the departments sending students out for internship studies and a faculty member/ instructor, or a research assistant from each relevant department. The School Internship Commission is the Assistant Director of the school. The School Internship Commission gathers periodically and resolves under the majority vote system.

**Article 6** - The School Internship Commission is responsible for determining the students to undertake internship studies, conveying requests to institutions and organizations, and primarily the GDCA where internship studies are to take place in writing and/ or through the system, having students present the relevant information and documents in full and on time wherever required, providing the information requested regarding students in writing or through the system, monitoring and finalizing the student internship evaluation process, performing audits, evaluations and controls at student workplaces where needed, evaluating internship results and making all kinds of announcements in this regard.

**SECTION THREE**

**Internship Procedures**

# Internship

**Article 7** - For departments where internship studies are performed within the school, students perform their internship studies during the summer period after completing their second and third year regularly. Students not having fulfilled the conditions to perform their internship studies normally do so in other years as deemed fit by the School Internship Commission. The codes 399 and 499 are used respectively for internship studies performed after the second year and after the third year. These courses will be among those to be taken by students having performed their internships for the following year.

# Internship Periods and Non-attendance

**Article 8** - The initial internship studies may be performed after Semester 4 the earliest at the School of Civil Aviation. Internship studies generally take place in summer and between semesters. Student requests to have their internship dates changed due to force majeure are assessed individually by the School Internship Commission and may be approved if deemed appropriate.

**Article 9** - The internship duration for the students of the Department of Aviation Management is 20 days, whereas it is 40 days for students of the Departments of Avionics and Airframe and Powerplant Maintenance. Internship studies should be done exactly in these periods. When students determine their internship workplaces themselves, where needed, the internship commission may approve the division of internship periods.

**Article 10** - A week is deemed to consist of 5 working days. However, should students performing their internship studies at institutions and organizations that remain operational at weekends document as such, their internship studies at weekends shall be considered as weekday work.

**Article 11** - Non-attendance may be allowed for 1 day for Aviation Management students, and up to 2 days for Avionics and Airframe and Powerplant Maintenance students. To be granted the right, students are to inform the Internship Official of their Department in advance, and get a permission from the institution or organization where they work. Non-attendance periods that exceed the predetermined durations for nonattendance are added to the internship duration, otherwise, the internship study is deemed incomplete. Students are considered to have failed their internship studies if their total period of non-attendance exceeds 20% of the total duration of their internship studies.

# Internship Prerequisites

**Article 12** - The prerequisites for internship studies, prepared with respect to departments, are presented below:

1. Students of the Department of Aviation Management are required to take the courses AVM 101, AVM 102 and AVM 201 to be eligible to perform their first internship studies coded AVM 399, and the courses AVM 399, AVM 204 and AVM 301 to be eligible for their second internship studies coded AVM 499.
2. Students of the Department of Airframe and Powerplant Maintenance are required to take the courses AVM 101, APM 102, APM 203 and APM 205 to be eligible to perform their first internship studies coded APM 399, and the courses APM 399, APM 206 and APM 301 to be eligible for their second internship studies coded APM 499.
3. Students of the Department of Avionics are required to take the courses AVM 101, APM 102, APM 207 and AEE 201 to be eligible to perform their first internship studies coded AEE 399, and the courses AEE 399, AEE 204 and AEE 305 to be eligible for their second internship studies coded AEE 499.
4. The statuses of transfer students are evaluated individually by the Department Directorate to determine exemptions in internship studies, or which internship studies to perform.
5. Intra-Institutional Transfer and/or double major program students are assessed in full or partially by the relevant Department, and may be approved by the School Internship Commission. If parts of a student’s internship studies are incomplete, the student is required to complete them.
6. Classes detected as per departments are reviewed and updated by the School Internship Commission periodically, when there are changes in curricula, or where needed.

# Determining a Workplace for Internship Studies

**Article 13** - The resource to constitute a basis to determine workplaces for internship studies are the internship software system developed by GDCA. Upon their request, students may seek internship workplaces, taking over the responsibility in its entirety. In this case, the student submits a letter referring to the organization or institution of their internship to the School Internship Commission. The result of the evaluation of the organization and institution proposed by the student required to have been performed by the members of the relevant department represented in the School Internship Commission should be positive. If the request is approved, a letter from the relevant organization and institution, addressed to the “Atılım University School of Civil Aviation Internship Commission” that confirms their acceptance to employ the intern student should be sent to the internship commission. The activities within the DGCA Internship Software System for such students shall then be halted throughout the relevant internship period. All activity on the DGCA system for the student performed during application, including workplace assignment, shall be annulled.

**Article 14** - The estimated number of students for whom internship workplaces are to be determined through the DGCA internship software system under the School of Civil Aviation is conveyed to DGCA via the system by the School Internship Commission. The required GPAs for students to be assigned an internship workplace are provided by the School Internship Commission to the DGCA system.

**Article 15** - Students are assigned to their internship workplaces with respect to their preferences regarding workplaces and internship terms, and their GPAs via the DGCA software system. If students wish to undertake their internship studies at institutions other than the one to which they have been assigned by the System, they are excommunicated from the System until the following System application.

# DGCA Internship Software System

**Article 16** - Parallel to the internship calendar, requests from students under the School are evaluated with respect to the prerequisites for internship by the relevant members of the internship commission. Students deemed fit are registered to the DGCA system. Students registered to the DGCA system upload the required documents to the system, and shall be expected to follow all communications, and take required actions.

**Article 17** - An announcement on applications for the DGCA Internship System is made by the School Internship Commission in line with the internship calendar at each internship period. When students provide the required documents, they submit a request electronically and log their preferences for internship among the workplaces and institutions presented to them by the system.

**Article 18** - Student preferences are evaluated with respect to student grades and the System assigns students to their internship workplaces. Once their internship workplaces are clarified, all correspondences and documents to official institutions and organizations that primarily include those relevant to the internship studies are made available by the School Internship Commission on the system. Students are expected to send the relevant documents themselves to their institutions and organizations of internship.

# SECTION FOUR

**Execution and Evaluation of Internship Studies**

**Article 19** - The information on the students the workplaces of whom are either self-determined, or determined by the DGCA System is compiled and sent to the Atılım University Department of Human Resources in batch by the School Internship Commission. The insurance documents prepared by the university before the date to begin internship studies are provided to the students.

**Article 20** - Students are required to obtain an apron card to work at the organization and institution of their internship. To do so, students are obliged to participate in the Airport Security Training that are offered on a single weekday and for the duration of 3 to 4 hours at airports. Students are expected to obtain the certificate. Certificates may require renewals with respect to their validity period.

**Article 21** - Students collect these documents and prepare the other documentation required by the institution or organization of their internship and begin their internship studies at their workplaces, and on the date to begin their studies.

**Article 22** - Students keep an internship notebook in English, for each day of their internship studies. In addition to their internship notebooks, the students are required to have the relevant sections of the Internship Guides by the DGCA, signed and dated by their supervisors at their workplaces.

**Article 23** - Upon completion of internship, officials of the institutions or organizations where internship studies have taken place complete and approve two copies of the Evaluation form. The first copy is delivered to the School Internship Commission, sealed. The final evaluation is performed by the School Internship Commission, taking into account student internship notebooks parallel to the internship calendar, as well as internship guide evaluations and the evaluations by the institution or organization of internship. The final evaluation is concluded in a “Success” or a “Failure” in the relevant internship courses.

**Article 24** - Students are required to obey the provisions of the Higher Education Institution Regulations on Student Discipline, the principles of operation at their workplace, and the rules and regulations on working conditions, discipline and occupational security.

**Article 25** - Students not having completed their internship studies shall not be eligible for a diploma or a temporary document of graduation.

# SECTION FIVE

**Internship Calendar**

**Article 26** - A detailed Internship Calendar is published at the beginning of each calendar year by the School Internship Commission. The issues below and their relevant general schedule is as follows:

1. Internship Calendar Announcement (The first week of January)
2. Grading on the Internship Studies of the Previous Semester (January)
3. Submission of Student Letters for Internship Applications (End of January)
4. Intern Student List Announcement (End of February)
5. Intern Student Document Delivery (Mid-March)
6. Intern Student Registration to the DGCA System (End of March)
7. Intern Students Upload Documents to the DGCA System (April)
8. The DGCA System Determines Internship Workplaces (May) 1. Internship Studies Take Place (June-September)
9. Delivery of Internship Evaluation Documents to the School Internship Commission (October)

# SECTION SIX

**Final Provisions**

**Effective Date**

**Article 19 -** This Directive shall take effect after its approval by the Atılım University Senate.

# Execution

**Article 20 -** This Directive is executed by the President of Atılım University.