

	ISTANBUL OKAN UNIVERSITY FACULTY OF ENGINEERING AND NATURAL SCIENCES COMPULSORY INTERNSHIP DIRECTIVE	Document No.	YG. OKN.115	
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CHAPTER ONE

Purpose, Scope, Basis, and Definitions

Purposes

ARTICLE 1- (1) The purpose of this Directive is to determine and regulate the principles and procedures regarding student responsibilities in relation to the compulsory internship practices included within the education and training programs of the Faculty of Engineering and Natural Sciences at Istanbul Okan University.

Scope

ARTICLE 2- (1) This Directive covers the principles and procedures regarding student responsibilities related to the compulsory internship practices within the undergraduate education programs of the Faculty of Engineering and Natural Sciences at Istanbul Okan University. Students of the Faculty of Engineering and Natural Sciences shall carry out their compulsory internships in accordance with the provisions of this Directive.

Basis

ARTICLE 3- (1) This Directive has been prepared based on the relevant articles of the Insurance and General Health Insurance Law No. 5510, the Higher Education Law No. 2547, and the Istanbul Okan University Associate and Undergraduate Education and Examination Regulation.

Definitions

ARTICLE 4- (1) For the purposes of this Directive, the following terms shall mean:

a) **Compulsory Internship:** In addition to the theoretical and practical courses specified for the student's degree program, this is intended to reinforce the practical knowledge gained from these courses and is considered part of the education and training process. It aims to develop the professional knowledge, skills, attitudes and behaviours that students are expected to acquire through their teaching program, to familiarise them with the sector, to help them adapt to working life, and to train them in a real production and service environment. The timing, duration, and subject matter of this practical work, which is carried out in a workplace and is considered a course to be completed in a private or public workplace, shall be determined by each department in accordance with the principles set out in this guideline, based on the characteristics and requirements of their undergraduate teaching. It refers to a practical work carried out in a workplace, which is considered a course to be completed in a private or public workplace,

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b) Dean: The Dean of the Faculty of Engineering and Natural Sciences at Istanbul Okan University,

c) Department: The departments within the Faculty of Engineering and Natural Sciences at Istanbul Okan University,

d) Department Chair: The relevant Department Chair of the Faculty of Engineering and Natural Sciences at Istanbul Okan University,

e) Department Internship Committee: The Department Internship Committee established to implement compulsory internship programs in each department of the Faculty of Engineering and Natural Sciences,

f) Internship Record Certificate: The document completed by the unit where the intern worked at the end of the internship period, evaluating the intern's work, attitude and behaviour at the workplace,

g) Internship Report: The form detailing the work performed by the student on a daily basis during the internship period,

h) Internship Supervisor: The program coordinator responsible for students' internship work,

i) Faculty: The Faculty of Engineering and Natural Sciences at Istanbul Okan University,

j) Senate: The Senate of Istanbul Okan University,

k) University: Istanbul Okan University.

CHAPTER TWO

Department Internship Committee, Organization and Implementation of the Compulsory Internship Program, and Total Internship Duration

Department Internship Committee

ARTICLE 5- (1) The compulsory internship practices of the Faculty of Engineering and Natural Sciences shall be carried out by the Department Internship Committee, established in each department.

(2) The Department Internship Committee shall carry out the following;

a) To hold at least two meetings per year, including at least one meeting in each academic semester,

b) To make the preliminary preparations regarding the compulsory internships to be carried out within the scope of this Directive, to prepare the work plan to be followed during the internship periods, and to take the necessary measures to ensure that internships are conducted in accordance with the standards,

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- c) To organize and supervise internships,
- d) To examine internship reports and record the achievement scores of students whose internships have been evaluated,
- e) To change internship placements when deemed necessary.

Organization and Implementation of the Compulsory Internship Program

ARTICLE 6- (1) The organization, determination, evaluation, and supervision of compulsory internships and internship placements shall be carried out by the Department Internship Committee in accordance with the principles and procedures set forth in the “Istanbul Okan University Faculty of Engineering and Natural Sciences Compulsory Internship Directive”.

Compulsory Internship and Total Internship Duration

ARTICLE 7- (1) The compulsory internships of students of the Faculty of Engineering and Natural Sciences shall be determined upon the approval of the internship workplaces by the Department Internship Committee. For this purpose, the student shall submit the “Internship Application Form” available on the University’s website to the Department Chair, bearing the approval (signature and stamp) obtained from the workplace. The Internship Application Form must be submitted by the announced deadline. Applications submitted after the announced date shall not be accepted. However, the Department Internship Committee may evaluate the application in cases of justifiable and verifiable reasons.

(2) Whether internship applications have been accepted shall be announced by the Department Internship Committee in the form of lists no later than two weeks. Students whose internship applications are accepted shall be referred to the University’s Human Resources Directorate in order to complete insurance procedures by submitting their Internship Application Forms.

(3) The criteria for compulsory internship placements are as follows:

a) Internship workplaces may be public institutions or private organizations. The company/institution must carry out at least one of the following activities: project development, design, product or service production, or research and development activities.

b) For all Engineering Departments other than Department of Genetics and Bioengineering, the companies or institutions where students undertake their internships are required to employ at least one engineer on their permanent staff.

(4) The compulsory internship period to be completed by students during their undergraduate education is “40 working days”, and one working day shall be considered as eight

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hours. Only students of the Department of Genetics and Bioengineering are required to complete a compulsory internship period of 20 working days.

(5) Students may undertake their compulsory internships starting from the end of their first year. Internships shall be carried out during the summer period between the end of the spring semester and the beginning of the fall semester. Students who attend summer school courses shall determine their internship dates according to the end date of the summer school. Exceptionally, students may carry out their internships during the fall and/or spring semesters, provided that their course schedules allow them to complete at least three full internship days per week and subject to the approval of the Department Internship Committee.

(6) Compulsory internships may be undertaken in semesters following those specified in the curriculum, but may not be undertaken in earlier semesters.

(7) Internship periods and schedules shall be determined by the Department Internship Committees. An internship that is not approved by the Department Internship Committee or that is left incomplete without a valid excuse shall be deemed invalid.

CHAPTER THREE

Attendance, Excused Leave and Obligations, Change of Internship Placement, Internship Exemption, Occupational Accident and Occupational Disease Insurance, and Evaluation of Internships

Attendance, Excused Leave and Obligations

ARTICLE 8- (1) Attendance during the internship is mandatory.

(2) Students are obliged to comply with the working hours, safety rules, order, and discipline of the institution/organization where they undertake their compulsory internships, and to use all premises, tools, materials, machines, vehicles, and equipment in the workplace with due care.

(3) All liabilities arising from the failure to fulfill these obligations shall rest with the student. Disciplinary investigations shall be initiated against students who fail to comply with these matters within the framework of the relevant provisions of the Higher Education Law No. 2547, if necessary.

(4) Students may notify the Department Internship Committee in writing if they need to take a leave of absence due to a valid reason.

(5) During the internship period, a student may take a total of four working days of excused leave, provided that no more than two working days are taken at one time. The student shall make up for the excused leave taken during the internship period at the end of the internship.

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(4) The internship currently being carried out by a student who is determined, through inspections conducted by the Department Internship Committee, to have been absent from the internship workplace twice consecutively without a valid excuse shall be cancelled.

Change of Internship Placement

ARTICLE 9- (1) After starting their compulsory internships, students may not change their internship placements without the knowledge and approval of the Department Internship Committee.

(2) In the event of the death of the workplace owner, the closure of the workplace, the imposition of a penalty on the workplace, or adverse circumstances affecting the workplace or the student, students shall be allowed to complete their internships at another institution/organization with the approval of the Department Internship Committee.

Internship Exemption

ARTICLE 10- (1) A part or the entirety of the internship completed by students who have transferred to the Faculty through horizontal transfer at the higher education institution where they were previously enrolled may be accepted with the approval of the Department Internship Committee.

(2) Documents regarding exemptions shall be submitted by the Committee to Dean's Office to be placed in the student's file.

Occupational Accident and Occupational Disease Insurance

ARTICLE 11- (1) For compulsory internships conducted within Turkey, "Occupational Accident and Occupational Disease Insurance" shall be arranged with the Social Security Institution of the Republic of Turkey by the University, with the insurance premiums paid by the University pursuant to Law No. 5510 on Social Insurance and General Health Insurance. In accordance with Article 5/b of Law No. 5510, students subject to compulsory internships are provided with "Occupational Accident and Occupational Disease Insurance," and pursuant to Article 87/e of the same Law, the insurance premiums are paid by the University.

(2) For vocational training and internships to be carried out abroad, "Occupational Accident and Occupational Disease Insurance" shall be the responsibility of the student. The student shall submit to the Department Internship Committee, prior to the commencement of the internship, a valid insurance policy covering the entire internship period and compliant with the legislation of the host country. The University shall have no obligation to pay insurance premiums within this scope.

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Evaluation of Compulsory Internships

ARTICLE 12- (1) After the student's internship placement has been finalized, the student is expected to prepare the documents required to be included in the Internship Application File announced on the Faculty Departments' websites, as well as the following file contents to be submitted at the end of the internship.

a) Internship Evaluation Form: This document must be completed in full, approved by signature by the authorized supervisor at the institution where the internship is carried out, and submitted in a sealed envelope.

b) Internship Report: In this section, the topics examined, the work performed, and the experience gained for each day during the internship period shall be summarized. The internship report shall be prepared electronically, printed out, and signed and stamped by the managers of the institution where the internship is carried out. Internship reports completed by hand shall not be accepted.

(2) At the end of the internship, the Internship Evaluation Form shall be completed and approved by the internship supervisor at the relevant workplace and delivered to the student in a sealed envelope bearing a wet signature and stamp (with the envelope signed on the front). The student shall submit the form together with the internship file to the Department Internship Committee.

(3) For compulsory internships, students shall prepare an Internship Report in accordance with the principles determined by the Department Internship Committee. The contents of the Internship Report shall consist of the following:

a) Internship Program: In the "Internship Program Section" located on the first page of the Internship Report, the departments where the student completed the internship and the relevant dates shall be filled in and approved (stamp and wet signature) by the workplace.

b) Summary Report: In the four-page "Summary Report Section" that follows, the work performed shall be recorded day by day in a table using keywords and approved (stamp and wet signature).

c) Detailed Information Pages: In the following section, the work performed shall be explained in detail on a daily basis. The relevant pages of the report shall be duplicated and completed for at least the number of days worked. Each page shall be approved (stamp and wet signature).

d) Appendices: Other documents referred to in the report text and intended to be submitted additionally shall be included in the APPENDICES section.

(4) The general writing rules for the preparation of the Internship Report are as follows:

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a) All documents shall be prepared on A4-sized paper using Times New Roman, 12-point font, with 1.5 line spacing, in electronic format.

b) The Daily Work Report Section shall consist of at least one page for each working day and a minimum total of twenty pages, and all text and figures shall be prepared as computer printouts. Figures and images that cannot be drawn electronically may be included in the appendices section at the end of the report.

c) All pages, tables, and figures shall be numbered. Figures and tables shall be placed close to the point where they are first referenced in the text.

d) Titles shall be provided beneath all figures and tables.

e) If any information included in the Internship Report is taken from another source (such as the internet, reports, etc.), the source must be duly referenced.

(5) The Internship Report must be submitted to the Department Internship Committee in a presentation file in return for signature. Documents related to the internship shall be submitted to the Department Internship Committee no later than the end of the second week of the semester following the beginning of the subsequent academic year. If the Internship Report is not approved by the Department Internship Committee and/or any deficiencies are identified in the file, an additional period of two weeks shall be granted for the completion of the missing items.

(6) At the end of the internship, the student shall be evaluated based on the Internship Report. The following cases shall result in the rejection of the internship:

a) Starting the internship without having the approved “Internship Application Document” obtained from the company/institution found through the student’s own initiative approved by the Department Internship Committee by the announced deadline.

b) Changing the internship institution without obtaining the approval of the Department Internship Committee or interrupting the internship without compulsory reasons.

c) Failure to complete the required internship period.

d) Failure to obtain approval from the authorized officials of the institution for the relevant sections in the internship file.

CHAPTER FOUR Miscellaneous and Final Provisions

Cases Not Provided for in This Directive

ARTICLE 11- (1) In cases not covered by this Directive regarding compulsory internships, the provisions of the Istanbul Okan University Associate and Undergraduate Education and Examination Regulation and the relevant legislation shall apply.

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In Force

ARTICLE 12- (1) This Directive shall enter into force on the date it is approved by the University Senate.

Execution

ARTICLE 13- (1) The provisions of this Directive shall be executed by the Dean of the Faculty of Engineering and Natural Sciences at Istanbul Okan University.

REVISIONS

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