

ALTINBAŞ UNIVERSITY
SCHOOL OF ENGINEERING AND ARCHITECTURE
INTERNSHIP DIRECTIVE

Part I

Purpose

ARTICLE (1) The purpose of this Directive is to set forth rules, methods and principles governing the internships to be carried out by the students of Altınbaş University School of Engineering and Architecture.

Scope

ARTICLE (2) This Directive covers rules and regulations governing the internships that must be carried out by undergraduate students attending Altınbaş University School of Engineering and Architecture.

Legal Basis

ARTICLE (3) This Directive has been drawn up on the basis of the relevant provisions of Turkish Higher Education Act No. 2547, Altınbaş University Regulation for Associate and Undergraduate Degree Education, Altınbaş University Academic Rules and Regulations, and the provisions of the Framework Regulation on Practical Training in Higher Education published in Turkish Official Gazette No. 31514 of 17 June 2021.

Definitions

ARTICLE 4 - (1) As used in this Directive, the following terms shall have the meanings specified below.

- a) University: Altınbaş University,
- b) President: President of Altınbaş University,
- c) Dean: Dean of Altınbaş University School of Engineering and Architecture,
- d) Undergraduate School: Altınbaş University School of Engineering and Architecture,
- e) Administrative Board: Administrative Board of Altınbaş University School of Engineering and Architecture,
- f) Faculty Internship Committee: Committee consisting of department chairs and departmental internship supervisors assigned by the Dean of Altınbaş University School of Engineering and Architecture,
- g) Chair of the Internship Committee: Chair selected by Altınbaş University School of Engineering and Architecture Dean's Office, from among the members of Internship Committee,

- h) Departmental Internship Committee: A team consisting of the Department Chair, a Departmental Internship Supervisor, and an additional faculty member, if deemed necessary by the Department Chair,
- i) Departmental Internship Supervisor: The person who is responsible for ensuring proper management of the internship process and effective communication with the School of Engineering and Architecture. The Departmental Internship Supervisor shall also inspect students' internship work when required.
- j) Agreement: Legally binding document between Altınbaş University and the host company as to a cooperation for Co-Op Education Programme,
- k) Host Organisation: A public/private enterprise in Turkey or abroad where the students carry out their internships,
- l) CO-OP Board: The board consisting of the Dean, Department Chair, Departmental Co-Op Coordinator and Programme Advisor,
- m) Internship Documents: The internship documents shall consist of an internship application form, internship start form, an internship logbook, and an internship evaluation form.
- n) Insurance: It refers to the "Work Accident and Occupational Disease Insurance", which is mentioned in of the "Act No.5510 on Social Insurance and Universal Health Coverage" published in Turkish Official Gazette No. 26200 of 16 June 2006.

General provisions

ARTICLE 5-(1) Matters not included in this directive shall be decided by the Dean's Office with the proposal of the Internship Committee upon the suggestions of the Departmental Internship Supervisors.

(2) The University shall not pay any fees to the students during their internships. The University shall not a party to the financial relations between the students and the workplaces where they undertake their internships.

(3) The validity of Medical Reports shall be subject to Altınbaş University Student Health Services Directive.

(4) Students who fail their internship and have to repeat it shall be responsible for paying the possible fees and insurance cost requested by the host organisation.

PART II

Roles and Responsibilities

Dean's Office Roles and Responsibilities

ARTICLE 6 – (1) The roles and responsibilities of the Dean's Office are to:

- a) Coordinate the planning and implementation of internship activities in the departments,

b) Carry out the insurance procedures for students who will be insured against work accidents and occupational diseases during the internship,

(2) If assigned by the President's Office, a unit responsible for coordination outside the faculty may fulfil the responsibilities set forth in this article.

Internship Committee Roles and Responsibilities

ARTICLE-7 (1) The committee may ask the student for a correction for once due to an error or missing content in the internship file.

(2) Committee members or Departmental Internship Supervisors may supervise the student at the internship site.

(3) The results of the evaluation shall be notified to the Dean's Office in writing by the Departmental Internship Supervisor.

(4) If assigned by the President's Office, a unit responsible for coordination outside the faculty may fulfil the responsibilities set forth in this article.

Student Responsibilities

ARTICLE-8 (1) Internship students shall be subject to the relevant legislation of the University and the internal rules of the host organisation regarding the leave and/or absence periods during the internship. Students who violate the regulations in place or the internal rules of the host organisation shall be deemed to have failed their internships.

(2) Students must complete the tasks required by the internship on time.

(3) Students shall be responsible for the timely submission of the internship documents.

(4) Students shall be subject to the provisions of the "Student Disciplinary Regulation for Higher Education Institutions in Turkey" published in Official Gazette No. 28388 of 18.08.2012.

(5) Completion of internship is among the requirements for graduation.

PART III

Internship Rules and Guidelines

Internship Length

ARTICLE 9 -

(1) Each student is required to perform an internship of a minimum of 40 days in order to be eligible for a bachelor's degree. The content of the internship, the type and features of host organisations shall be determined by the relevant academic department.

- (2) The internship in the bachelor's degree programme is offered as 2 courses with 5 ECTS each. The 40-day internship shall be carried out in two stages: first stage in the summer period following the second year, and the second stage in the summer period following the third year. Each of these internships corresponds to 5 ECTS course in the bachelor's degree programme. The internship can also be carried out in holiday periods between the fall and spring semesters of the third and fourth year. Students who complete a total of 90 ECTS at the end of the academic year shall be eligible to carry out the first internship; those who have a total of 150 ECTS can do the second internship.
- (3) Each internship consists of 20 working days. In exceptional cases, the internship can be completed in 20 working days (10+10).
- (4) Internships shall be done during the months that coincide with the semester or summer vacation. However, in cases where the following internships are not held in the months that coincide with the semester or summer vacation, the internship and the learning activities shall continue, and the internship cannot be carried out on the days when the student has to attend class or an exam:
 - a) In case the relevant programme or the conditions in the host organisation are not suitable, internships can be done outside of the abovementioned periods, provided that learning activities are not disrupted.
 - b) If a student has completed all their courses but has not completed the internship yet, s/he can do the internship in any month.
 - c) Internship can also be performed during the academic year, the summer school, and the exam weeks, provided that the internship is of the same duration and requires the student to be present at the internship site for at least three days a week.

Internship Site and Application Process

ARTICLE 10- (1) Students shall determine the internship site themselves and submit it to the approval of the departmental internship supervisor. The University shall initiate the insurance coverage after the internship site is approved by the faculty.

ARTICLE 11-(1) Internship application and evaluation process:

- a) The student shall submit the internship application letter (Annex-1) and the internship application form (Annex-2) to the dean's office at least 10 days before the start of the internship.
- b) The student shall submit the internship logbook (Annex-3) and the host organisation's evaluation of student (Annex-4), which must be placed in a sealed envelope, to the internship advisor within 30 days of completing the internship.
- c) The student shall be responsible for ensuring that all internship-related documents are submitted in a complete and correct manner. If internship documents, or tasks assigned to the student at the internship site are found to be incomplete by the internship advisor, s/he may ask the student to complete these documents or tasks. Otherwise, the internship will be deemed null and void.

d) The internship documents shall be reviewed by the internship supervisor of the relevant department. After the evaluation, the score of the student shall be notified to the undergraduate school by the Departmental Internship Supervisor.

Recognition of previous traineeships/internships

ARTICLE 12- (1) The validity of vocational training and internship previously carried out by transfer students shall be examined by the relevant transfer equivalency committee.

(2) Students who have worked or are currently working in a job related to their programme of study may apply for the recognition of previous learning they acquired during their vocational training or internship at a host organisation, provided that they document their roles/positions at the organisation and the total number of hours they worked. The transfer equivalency committee shall examine the applications and decide accordingly. In line with the relevant provisions of this Regulation, only evaluation and assessment procedures will be carried out for students whose applications are approved by the committee.

Changing internship site

ARTICLE 13- (1) After the internship starts, the student can change the internship site if approved by the committee.

Effective Date

ARTICLE 14- This Directive shall become effective upon the date of its approval by Altınbaş University Senate.

Execution

ARTICLE 15- The provisions of the Directive shall be executed by the President of Altınbaş University.

[Annex-1 Internship Application Letter](#)

[Annex-2 Internship Application Form](#)

[Annex-3 Internship Logbook](#)

[Annex-4 Host Organisation's Evaluation of Student](#)