



**YAŞAR UNIVERSITY**  
**INTERNSHIP REGULATION**  
**CHAPTER ONE**  
**Aim, Scope, Basis and Definitions**

**Aim**

**ARTICLE 1** - (1) This Directive determines the regulation of the internship application principles of Yaşar University students and the common principles to be followed in the internship.

Scope

**ARTICLE 2** - (1) This Directive applies to Yaşar University undergraduate and associate students who have an internship course in their curriculum.

**Basis**

**ARTICLE 3** - (1) This Directive; is prepared based on the Article 10 of the Yaşar University Undergraduate Education-training and Examination Regulation published in the Official Gazette dated 4/10/2009 and numbered 27366 and Yaşar University Vocational School of Higher Education Associate Degree Education-Training and Examination Regulation published in the Official Gazette dated 4/10/2009.

**Definitions**

**ARTICLE 4** - (1) In this Directive;

- a) Department refers to: Faculties of Yaşar University and departments of Vocational School,
- b) Head of Department refers to: Heads of the departments within Yaşar University Faculties,
- c) Term refers to: each Fall and spring education terms
- ç) Faculty refers to: Faculties of Yaşar University,
- d) Board of Trustees refers to: Board of Trustees of Yaşar University,
- e) Student refers to: Student of Yaşar University,
- f) Directorate of Student Affairs refers to: Directorate of Student Affairs of Yaşar University
- g) Lecturer refers to: academic staff as faculty members, lecturers and research assistant,
- ğ) Program refers to: Each of the programs available at Yaşar University Vocational School of Higher Education,
- h) Rector refers to: Rector of Yaşar University,
- ı) Senate refers to: Yaşar University Senate,
- i) Internship refers to: The practical work in factories, offices, private or public workplaces operating in student's own field of expertise, in order to improve practical knowledge and skills contributing to education, for Yaşar University student to qualify for graduating undergraduate/associate degree,
- j) Internship Course refers to: The course of the departments which have internship in educational program that corresponds to the internship,
- k) Internship Guide refers to: The guide prepared by the departments with internship in

the training program,

l) Internship Committee refers to: Internship committee of Yaşar University Vocational School of Higher Education and Yaşar University Faculties,

m) Location of Internship refers to: Factory, office, private or public establishments where the internship is done.

n) University refers to: Yaşar University.

## **CHAPTER TWO**

### **Principles of Internship**

#### **Internship committee**

**ARTICLE 5** - (1) The Internship Committee consist of at least three members, one of whom is the department head. The internship committee selects a committee president in itself. The term of office of the president and members of the Department Internship Committee is three years.

(2) The duties of the Committee are; to make preliminary preparations related to the internship, inform and direct the students about the internship, determine the principles related to the internship, supervise the internship of the student, to review, assess and keep the evaluation forms and the internship files, and forward them to the Directorate of Student Affairs.

#### **Internship start time**

**ARTICLE 6** - (1) Provided that it remains within the legal period, the student studying at the undergraduate level may do an internship after the end of the fourth semester, and the student studying for an associate degree may do an internship after the end of the second semester.

#### **Registering the internship course**

**ARTICLE 7** - (1) After each internship done by the student, the student is required to register to the internship course opened by the regulations to which the internship is bound after each internship. An undergraduate student register in the internship course at the latest in the seventh semester, and an associate degree student register in the internship course in the third semester at the latest.

#### **Internship period, term and contents**

**ARTICLE 8** - (1) Internship; time, duration, term, content and internship file format are determined by the relevant department and announced on the website of the related faculty or higher education.

#### **Location of internship and providing**

**ARTICLE 9** - (1) The departments shall provide the necessary guidance to the work places in order to facilitate the student to find the location of internship in the required qualifications; along with, the liability and responsibility of finding the appropriate internship location belongs to the student.

(2) The internship location found by the student is obliged to be approved by the Internship Committee of the relevant department. Otherwise, the internship shall not valid.

(3) Internship can be done both at home and abroad if the abroad institutions is related to the education of the student. The student who interns abroad is obliged to prove that he/she is in that country during the internship dates.

(4) In order to conduct internship abroad within the scope of student exchange programs, the approval of the Internship Committee is required.

### **Internship related documents**

**ARTICLE 10** - (1) The student is obliged to follow, prepare the following documents and ensure preparation of the documents during the internship.

- a) ID card photocopy and residence address for Social Security Institution registration,
- b) Compulsory Internship Application Form: The student makes an internship application with this form prepared by the University and showing that the internship is compulsory. The internship location is indicated by the authority of the internship location and the start and end dates of the internship are indicated on the same form on which the student is admitted to the internship
- c) Internship Evaluation Form (Internship Register Slip): This form prepared by the departments is the document that evaluates the performance of each intern according to various criteria by the internship supervisor during their internship and indicates whether the student is successful or not. At the end of the internship, it is obliged to be delivered to the Department Internship Committee by the internship supervisor in a closed envelope.
- ç) Internship File: The file prepared in accordance with the formats determined by the internship committee of each department related to the work of the student during the internship.
- d) Department Internship Guide: Each department prepares an internship guide that meets their requirements and publishes it on the relevant website. In this guide; definition of the internships, purpose and expectations, all the criteria for each internship stage, appropriate internship locations, internship time, periods and appropriate terms, application and department approval for internship locations, internship file and file attachments, format, spelling rules, spelling language, conditions for completing the internship of students who have not completed their compulsory internship for legal reasons, the criteria for the evaluation of the internship and the internship file by the department and similar topics are explained with all the conditions and rules. In the annex of the guide; Compulsory Internship Application Form, Internship Evaluation Form and Internship File examples are included.

## **CHAPTER THREE**

### **Execution and Evaluation of the Internship**

#### **Internship application**

**ARTICLE 11** - (1) After determining the internship location, the student shall take the compulsory internship application form, which indicates that the compulsory internship must be done, from the faculty or college and apply to the internship location. The compulsory internship application form, residence address and ID card photocopy which is approved by the internship location shall be submitted to the Department Internship Committee by the student at least three weeks before the internship starts. Internship shall not be accepted when these conditions are not fulfilled. The internship application form can also be sent by fax or electronic mail. In this case, the original document should be submitted to the Department Internship Committee until the start date of the internship.

#### **Internship work**

**ARTICLE 12** - (1) After the student whose the location of internship is accepted and approved, the student cannot make any changes regarding the internship without the approval of the Internship Committee. Otherwise, the internship shall not be accepted.

(2) Attendance to the internship is compulsory. Internship shall be deemed invalid if the days that cannot be continued due to valid and certified excuse are not compensated. The total number of workdays to be compensated may not exceed 50% of the total internship period.

(3) During the internship, the student is obliged to comply with the provisions of the

Student Discipline Regulations of the Higher Education Institutions and the rules of work of the workplace where they do their internship.

(4) During the internship, the student is obliged to perform the duties to be given by the supervisor in the location of internship and participate in the studies.

(5) The internship of the student is supervised by the internship commission.

#### **Preparation of the internship file**

**ARTICLE 13** - (1) The student prepares an "Internship File" according to the principles determined by the department about the work done during the internship. The internship file should be prepared in the form of a document consisting of the work done in the workplace, not the information and figures in the textbooks or instruction manuals. Each page of the internship file is approved by stamp and signature of the supervisor of the internship location.

(2) The student who completes the internship shall submit this file to the related Department Internship Committee no later than the beginning of the first semester at the beginning of the course registration. Late submitted files are not accepted, internship files without signature, stamp, seal or dates are not accepted.

(3) A separate internship file should be prepared for each internship. A separate internship file should be prepared for internships that were previously done or partially done.

#### **Evaluation of Internship**

**ARTICLE 14** - (1) The coordination of student internship works and evaluation of the internship studies are carried out by the Department Internship Committee.

(2) The internship file is reviewed and evaluated by the internship commission within four weeks at the latest from the date of delivery of the file by taking into account the information contained in it, the form of writing, the internship register slip from the workplace and the basic principles that the departments are looking for. As an end of the evaluation, the board may accept the internship file, request correction or refuse the file.

(2) In the event that a correction is requested for the file prepared after the internship work, the student is obliged to make the required corrections within 10 working days after the receipt of the file and submit it again to the internship committee.

(3) After the internship work, the objection of the student to the rejected student file shall be submitted to the related Department Chair in writing within five working days following the announcement of the results of the internship. Result of the objection shall be determined after the review of the board of department of the relevant department.

(4) Department Internship Committee can use their competence to review and evaluate the internship files by taking the contribution of the other instructors of the department. Department Internship Committees can prepare written/oral exams during the evaluation period. Internship results are evaluated as unsuccessful (U) or successful (S) and shall be delivered to student affairs no later than the end of final exams.

(5) As a result of the review of the internship files, in the framework of the Student Discipline Regulation of Higher Education Institutions, an investigation is opened about the student who falsified internship papers and documents and prepared and submitted the internship evaluation form although not continuing the internship, and the internship course of the student is assessed as unsuccessful (U).

(6) Internship Evaluation Form of the student who has not completed or has not delivered to the university is not accepted. The student affairs, the Department Head and the Internship Committee cannot be held responsible for the loss and delay of the mentioned form in the mail and the responsibility belongs to the student.

## **CHAPTER FOUR**

### **Exemption, Graduation and Special Conditions**

#### **Exemption**

**ARTICLE 16** - (1) The former internships approved in the previous department of the

student who registered with the transfer shall be evaluated by the department internship committee and the acceptance of the internships are at the discretion of the department internship committee.

(2) If the student who graduated from vocational schools and registered with a vertical transfer certifies the internships done during the undergraduate education, the student may be exempted from the internship at the rate determined by the Department Internship Committee.

(3) Internships done during the high school education by students who have graduated from vocational high schools shall not be accepted.

#### **Graduation**

**ARTICLE 17** - (1) Students who successfully completed all courses, cannot graduate unless he/she completes his/her compulsory internship(s). The conditions for completing the internship determined by the Senate for the senior year student who has not completed the internship is specified in the internship guide of the relevant department.

#### **Special conditions**

**ARTICLE 18** - (1) If the second major program students have additional internships in their second major programs, this internship shall be evaluated by the Departmental Internship Committee of the second major department.

(2) Students who are in the minor program do not necessarily have to do an internship related to the second branch.

### **CHAPTER FIVE:**

#### **Miscellaneous and Final**

##### **Provisions Situations not covered by this Directive**

**ARTICLE 19** - (1) In situations not covered by this Directive, the decisions of the Board of Trustees and the Senate and the related regulation provisions shall be applied.

##### **Repealed directives**

**ARTICLE 20** - (1) With this directive; internship directives of the Faculty of Economics and Administrative Sciences; Tourism and Hotel Management, International Trade and Finance, Faculty of Communication Public Relations and Advertising Departments and Vocational School of Higher Education are abolished.

##### **Effective Date**

**ARTICLE 21** - (1) This Directive shall enter into force as of the date of approval by the Board of Trustees of Yaşar University.

##### **Execution**

**ARTICLE 22** - (1) The provisions of this Directive shall be executed by the Rector of Yaşar University.

\*In cases of any discrepancy, Turkish version of this document shall apply.

[Approved by the Decision No. 01  
dated 05/01/2012  
made by the Board of Trustees]