

ITU INTERNSHIP GENERAL GUIDELINES

SECTION ONE

Purpose, Scope and Definition

PURPOSE

Article 1- According to Article 15, paragraph 5 of the ITU Undergraduate Education and Training Regulation published in the Official Gazette dated July 11, 2016 and numbered 29767, our students are subject to compulsory internship with the aim of being able to see and participate in the application of professional knowledge received in higher education institutions, to learn about engineering problems and solutions related to their engineering education by taking part in teamwork, and to ensure that the results obtained in the framework of professional ethics are experienced in written and oral presentation, for the benefit of society. The compulsory/non-compulsory internship activities of the students who will be doing internships during their undergraduate education at our university, are determined by these guidelines.

SCOPE

Article 2- The general internship guidelines include provisions regarding the procedures and guidelines to be followed in the practice of compulsory internships that must be carried out in order to improve the professional knowledge and skills of the students of our university. The general guidelines of internship apply to the students of our university who will do their internships in public and/or private sector institutions in Turkey or abroad. Student interns are insured by the ITU Rectorate within the scope of insurance for work accidents and occupational diseases according to Article 5, paragraph (b) of Law No. 5510; insurance procedures are carried out through the Central Internship Unit.

DEFINITION

Article 3- Internship is an application study designed to see the application of vocational knowledge received in undergraduate education in working life and in accordance with the guidelines stated in time, duration and subject within the teaching process.

Article 4- The definition of "working day" used in the Internship General Guidelines refers to the business days (including Saturday and Sunday) on which the institution/organization actively operates.

SECTION TWO

Structure and Duties of Internship Commissions

Internship Commission Structure

Article 5- Academic internship studies at the Faculty are carried out by the "Faculty Internship Commission" which has a "faculty representative responsible for internships" from each department, under the coordination of the "Assistant Dean" responsible for education and training.

Each Department sets up their own internship commission to carry out work related to internships. The faculty member who is the chairman of the Departmental Internship Commission is the person responsible to the Dean's Office for that Department's internships.

The Faculty Internship Commission, is comprised of at least three members, selected for a period of three years, of the Heads of the Departmental Internship Commissions under the coordination of the Assistant Dean responsible for education and training. In faculties with less than three departments, three members are elected from among the members of the Departmental Internship Commission by the Faculty Administrative Board. A previous member can be re-elected. Another member is selected to replace a member who has left without completing their term.

Departmental Internship Commission Duties

Article 6- The duties of the Departmental Internship Commission are as follows:

- a) Decide whether to accept or reject the internship via examination of each student's Internship Application Form and Internship Report.
- b) Notify students about internship placements from the public and private sectors.
- c) Distribute internship placements among students
- d) Arrange internship preparation training when necessary.

SECTION THREE

Structure and Duties of the Central Internship Unit

Central Internship Unit Structure

Article 7- The Central Internship Unit will serve in accordance with the Student Affairs Department.

Central Internship Unit Duties

Article 8- The duties of the Central Internship Unit are as follows:

- a) Insure the student for the period covering internships to be carried out at home or abroad in accordance with Article 5 paragraph (b) of Law No. 5510, as is the responsibility of our University.
- b) Carry out internship applications, insurance, and other administrative procedures electronically. Answer students' questions. Provide guidance services on the phone and in-person.

SECTION FOUR

Internship Date and Duration

Compulsory Internship Date and Durations

Article 9- The total internship duration is at least 30, at most 45 working days. Due to occupational legislation and obligations, the Maritime Faculty is not included in this condition. In addition, internships carried out at the Faculties of Civil Engineering and Architecture can be a maximum of 60 working days. It is compulsory to complete this training in order to graduate.

Article 10- The student must have completed least 35 credits in order to do an internship. Periods in which a student can start an internship, or prerequisites, will be set forth in supplemental guidelines prepared by the departments.

Article 11- Internship periods must be at most 30, at least 10 working days, each time, on condition that they provide the required internship areas.

Article 12- Students may carry out internships in a workplace or institution for at least 10 working days with at least 3 working days per week.

Article 13- Students are required to declare the days they will be working on the ITU Student Internship Work Schedule.

Internships cannot be held on days with lessons and examinations. Due to procedures related to SSI, changes to be made in the duration and date of the internship will be carried out only by the Central Internship Unit.

Long-term Internship

Article 14- Work experience internships (long-term internships) can be carried out during the entire academic term, for at least 45 working days, at the end of sophomore year, with the condition that an employment contract is signed between the university and the institution hosting the internship. Contracts for long term internships shall be prepared with the opinions of the related Departmental Internship Commissions of the related Faculty Deans, with opinions from the Central Internship Office, and the Legal Advisory and approval from the Rector's Office.

Non-compulsory Internship

Article 15- If the duration of the internship, which is a part of the education that the student has received, is longer than the one imposed by the faculty (non-compulsory internship), the eligibility of the internship is evaluated by the relevant Faculty Administrative Board. If, as a result of the assessment, the internship is considered complementary to the education being undertaken and if the internship is of academic benefit, the internship may be approved up to a maximum of twelve months.

SECTION FIVE Internship Host Placement

Article 16- The commission examines internship locations from domestic and foreign public and/or private establishments, informs the students of appropriate placements and placements are made according to student applications.

Article 17- Participation quotas for internships coming from public and/or private institutions are distributed by the department based on the achievement of students ready for internship and their proximity to graduation.

Article 18- A student who is assigned an internship placement by the internship commission cannot change their internship placement; students who do not attend on time or who begin but do not complete their internship term without a valid excuse will not be assigned another internship placement.

Article 19- Students can also carry out internships that they have arranged themselves or at a workplace approved by the Department Chair.

SECTION SIX Internship Stages

Article 20- ITU student internship procedures are as follows:

- a) Before the internship
 - i. After the Student Contract, Internship Application Form (Appendix-1) and Internship Work Schedule are filled out and approved, they should be uploaded to the portal's internship module 15 days before the start date of the internship.
 - ii. Work safety training provided by the Workplace Health and Safety Unit should be completed either online or formally.
 - iii. After the Central Internship Unit approves the relevant documents, it will organize the SSI employment notification and contact the student and the company electronically using the contact information provided.
- b) During the internship
The Internship Start Form (Appendix-2) must be filled out, approved by the company, and uploaded to the portal's internship module by the student within the first 5 days of the internship.
- c) After the internship

- i. The Internship Completion Form (Appendix-3) is signed by the company and uploaded to the portal's internship module by the student within 5 days of the end of the internship.
- ii. Original signed copies of the Student Contract, the Internship Application Form (Appendix-1), the Internship Work Schedule, the Internship Start Form (Appendix-2) and the Internship Completion Form (Appendix-3) should be submitted to the Department Secretariat together with the internship report.

SECTION SEVEN

Internship Areas, Type, Content and Prerequisites

Article 21- Each department's student's internship area, type of internship, duration, content, and prerequisites, if any, will enter into force with the Departmental Internship Guideline Supplements in accordance with Departmental Internship Commission recommendations and approval by the Faculty Board.

SECTION EIGHT

Internship Work and Report Delivery

Article 22- After each internship, an internship report describing the work done by the student during the internship is prepared.

Article 23- Delivery of original signed copies of the Internship Report, the Student Internship Contract, the Internship Application Form (Appendix-1), the Internship Start Form (Appendix-2), the Internship Completion Form (Appendix-3) and the Internship Work Schedule.

The correctly filled out Record of Internship Report Delivery form should be submitted to the Department Secretariat:

- a) for summer semester internships, no more than one month from the start date of the academic year
- b) for internships during the semester, within 15 days of the end of the internship.

Article 24- For graduating students, delivery of the internship report no later than 15 days before the last internship entry date specified in the academic calendar is mandatory.

SECTION NINE

Internship Report

Article 25- Addenda to be made due to occupational legislative requirements by the departments are included in the Departmental Internship Guidelines Supplements.

Article 26- The internship report can be in Turkish or English. For students carrying out internships abroad with their own means, if it is not written in any of the languages mentioned above, the internship report must be submitted after it has been translated into Turkish by a certified translator. Students who are studying in 100% English language programs are required to submit a comprehensive English summary (at least 5 pages) if they do not have their internship reports in English.

Article 27- Internship Report Format

1. The report must be written either manually or on a computer in Turkish or English. The printed copy/handwriting should be legible.
2. The internship report should be prepared in accordance with the following style:
 - a) The internship report should be on A4 paper.

- b) The page should have margins of 2.5 cm from the left/right and 2 cm on top/bottom.
 - c) Times New Roman 12pt font should be used, with 1.0 line spacing.
 - d) Page numbers should be centered on the bottom of each page.
 - e) Each page should indicate the unit in which the work was done, the work implemented and the date
3. Titles should be written in uppercase letters (with bold letters if typed on a computer). Subheadings should be capitalized, followed by lowercase letters and underlined. (If using a computer, bold letters should be used without underlining). Diagrams should be drawn in accordance with engineering standards.
4. In the internship report, emphasis should be placed on the practical work that has been done, and the necessary theoretical knowledge should be mentioned only briefly. The Internship Report should cover sections listed below. Due to professional legislation and requirements, there may be changes in the form and content of the internship reports for the Faculties of Maritime Shipbuilding and Marine Sciences, Civil Engineering and Architecture. These details are included in the Departmental Internship Guideline Supplements.
- a) CONTENTS: The subject and the page number on which they are located should be provided
 - b) INFORMATION ABOUT THE INSTITUTION: The following information should be provided:
 - Name of Institution,
 - Location of Institution,
 - Organization and duties of the workplace,
 - Explanation of work done or methods applied in the workplace,
 - The institution's field of work,
 - Machinery and equipment at the institution (depending on the approval of the institution).
 - c) INTRO: In this section, brief information about the internship and the aim should be given.
 - d) REPORT: Taking into account the internship issues, the work done at the relevant institution should be explained in detail. The data, tables and diagrams will be numbered and presented in the "APPENDICES" section.
 - e) RESULTS: In this section, the knowledge and skills obtained in the internship will be evaluated, the business will be examined in terms of technical work, and appropriate suggestions will be made.
 - f) APPENDICES: All data, tables, and diagrams should be provided under this heading.
5. The internship report should not contain information that has been cut and pasted from any other source (paper, thesis, article, book, manual, internet source, etc.). Students should write sentences in their own words, citing information used.
6. Each page of the internship report must be signed by the director and/or head of the relevant unit.

SECTION TEN

Internship Evaluation

Article 28- The internship report is evaluated by the Departmental Internship Commission.

Article 29- The Departmental Internship Commission completes the internship evaluation within one month at the latest after the internship report is submitted. Delays in the evaluation process may cause graduating students to have to pay Social Security Contributions. The internship commissions will take the necessary measures to ensure that students in this situation are not affected.

Article 30- The report to be delivered at the end of the internship will include practical and technical studies in the internship positions; textbook information will not be included. Also, at least one page of information should be provided about daily work in the report. Information such as history, capacities, etc. of the internship institution can be included in the internship report but cannot be included as part of daily work. Notes on the institution's job security training taken before the beginning of work/internship cannot be included in the internship report as a whole but can be found in the citations.

Article 31- The Departmental Internship Commission will examine the report's format and content and either accept it or request corrections.

Article 32- In cases where a correction for the internship report is requested, the Departmental Internship Commission completes the evaluation of the student's internship report within two weeks at the latest.

Article 33- If the internship report is accepted, the internship is considered successful; if the corrected report is not delivered on time or rejected for a second time, the internship is considered unsuccessful.

Article 34- The student has to attend the internship regularly. The days of absenteeism from the internship cannot be more than 10% of the total internship duration.

Article 35- The Maritime Faculty is exempt from these considerations in report evaluations due to occupational legislation and obligations. Departments specify evaluation criteria in the Departmental Internship Guideline Supplements.

SECTION ELEVEN

Conformance

Article 36- Students who register with a horizontal or vertical transfer with internships previously accepted by their former department will be able to proceed provided the content is suitable and they provide the relevant internship documents.

Article 37- The accepted internship of Double Major Program students will also be accepted in the second major program provided the content is suitable and they provide the relevant internship documents.

Article 38- For students who started their undergraduate education in a related department after graduating from vocational high school and having worked in a public-private institution or organization, the days worked at this institution do not count as an internship even if the internship area complies with the internship guidelines.

SECTION TWELVE

Special Conditions

Article 39- In cases where an internship which has been applied for or is ongoing is discontinued without providing necessary justification, necessary procedures will be started against the student by their faculty in accordance with the Disciplinary Regulations of Higher Education Institutions.

Article 40- Aside from special conditions (health problems, accidents, etc.), the internship must start on the specified date and be completed without interruptions. To change the date or terminate an internship which has been applied for or is ongoing, the conditions sets forth in the Principles of Acceptance of ITU Guidelines for Absence and Make-up Exams must be met. In the case of a valid excuse, a change in the internship date can be made until 3 working days before the start date of the internship.

Article 41- If during the examination of the Internship Report, it has been determined that a student has tampered with the internship documents and attached appendices or submitted one without working, necessary procedures will be started against the student by their faculty in accordance with the Disciplinary Regulations of Higher Education Institutions.

Article 42- A student who has been discharged from our university on a short-term or long-term basis (registration freeze, suspension etc.) cannot carry out an internship during this period.

Article 43- Departments specify the area, type, duration, content and prerequisites, if any, of the internship according to the characteristics of their department, as well as report formats arising from professional legislation and obligations, and report evaluation details in the Departmental Internship Guideline Supplements according to the general principles of the internship. The supplemental guidelines enter into force following a resolution by the Departmental Internship Commission and approval by the Faculty Board.

Article 44- Issues related to the situations not mentioned or foreseen in these implementation guidelines are taken into consideration by the Faculty Administrative Board with the opinion of the Departmental Internship Commission and the opinion of the Central Internship Unit.

ENTRY INTO FORCE

Article 45- These principles have entered into force with the meeting of the University Senate dated July 4, 2017 and numbered 655.