# T.C.

ISTANBUL MEDIPOL UNIVERSITY

SCHOOL OF ENGINEERING AND NATURAL SCIENCES

INTERNSHIP INSTRUCTION\*

Aim and Scope

**ARTICLE 1** – (1) This instruction covers the planning, implementation and evaluation rules of internship studies that Istanbul Medipol University School of Engineering and Natural Sciences students are obliged to do during their education.

# Base

**ARTICLE 2** – (1) This instruction has been prepared based on the Istanbul Medipol University Associate and Undergraduate Education Regulations.

# Definitions

**ARTICLE 3** – (1) The definitions in this instruction refer to;

1. University: Istanbul Medipol University,
2. School: Istanbul Medipol University School of Engineering and Natural Sciences,
3. Department Head: Head of the relevant department of the School of Engineering and Natural Sciences of Istanbul Medipol University,
4. Internship Commission: Internship commission of the School of Engineering and Natural Sciences of Istanbul Medipol University,
5. Student: A student registered in the School for Undergraduate education,
6. Dean: Refers to the Dean of the School of Engineering and Natural Sciences of

Istanbul Medipol University.

# Internship Principles

**ARTICLE 4** – (1) To receive a bachelor’s degree, students must complete two internships, a minimum of twenty (20) working days, after the 2nd and 3rd grades, which are arranged according to the provisions of this instruction. If compulsory internships are in both departments, students enrolled in a double major program (DMP) must fulfil them separately.

# Internship Commissions

**ARTICLE 5** – (1) Internship Commission; It consists of at least three lecturers appointed by the Dean for three years. Internships are evaluated by the Internship Commission. The Commission has the following duties:

1. To make preliminary preparations for internship studies,
2. Helping to provide internship places from the public and private sectors,
3. Examining and evaluating the incoming internship files.

**Internship Related Documents**

**ARTICLE 6**– (1) Students are responsible for preparing, monitoring and providing the following documents during the internship.

* 1. Internship Application Form: This form contains information about the institution where the internship will be held. It is filled by the student and approved by the Head of the Department.
  2. Intern Evaluation Form: It is a form filled by the institution containing the information about the internship in question and the list of expected learning outcomes from this internship.
  3. Internship Place Evaluation Form: It is the document where the student expresses their opinions about the internship institution at the end of the internship.
  4. Internship Report: It is the file in which the student reports the work done during the internship. Internship reports should be prepared in English following the format determined by the faculty. At the end of the internship, the student must submit the internship file, which includes the internship evaluation form, internship location evaluation form and internship report, to the Department Head.

# Internship Application Period

**ARTICLE 7** – (1) The student must submit his internship application to the Department Head until the end of the Spring semester before the summer months in which he will do his internship.

# Internship Places

**ARTICLE 8** – (1) Internship can be done in national and international institutions and organizations related to engineering.

# Internship Place Changes

**ARTICLE 9** – (1) After starting the internship, students cannot change their internship place without the knowledge of the Department Head and the approval of the Dean.

# Attendance Obligation

**ARTICLE 10** – (1) Internship attendance is mandatory. Days not attended due to valid excuses are compensated.

# Practice Principles

**ARTICLE 11** – (1) Before the internship, the Internship Application Form for the relevant internship filled by the student is approved by the Department Head. Every student who goes to an internship gives the relevant Internship Evaluation Form to the officer of the unit where they do the internship. At the end of the internship, this form is filled and approved by the authorized person (institution or business representative) and sent to the Department Head in a sealed envelope with the corporate stamp/seal on it. Forms without stamp/seal and signature approval are not considered in the evaluation.

1. The internship report is approved with the stamp/seal and signature of the relevant person, indicating the title of the authorized person at the internship place. Forms without a signature, stamp/seal and dates, erasure, scraping and improper corrections are not accepted.
2. The student has to submit the internship report to the Department Head within two weeks at the latest after the start of the semester following the end of the internship.
3. Students do not inform others about matters that require confidentiality related to production and service.
4. Students cannot participate in union activities.
5. During the internship, a contract can be signed between the student and the institution in accordance with the current legislation, including the internship conditions, leave, duties and responsibilities of the parties, wages to be paid, and other matters deemed necessary. The University cannot be a party to disputes that may arise between the enterprise and the student.
6. During the internship, students must comply with the provisions of the Higher Education Institutions Student Disciplinary Regulation, the working principles of the institution where they do their internship, the rules regarding work conditions, discipline and work safety.

# Evaluation of the Internship

**ARTICLE 12** – (1) In the Fall semester following the end of the internship, the student registers for the “internship course” and submits the internship file to the Internship Committee. The Internship Committee examines the internship file. The success status of students who have received adequate education and acquired skills are indicated as “successful” or “unsuccessful” in their transcripts. The ECTS value of the internship course has been determined as “1”. All kinds of documents related to internships are submitted to the private archive office of the University for archiving after the internship evaluation is completed.

# Internship Exemption

**ARTICLE 13** – (1) Students who come to the faculty with horizontal or vertical transfer can be accepted with the approval of the Faculty Administrative Board, partially or completely, during their internship at the Higher Education Institution they came from. The status of students who request exemption is decided by the Faculty Administrative Board, taking into account the opinion of the Department Head, and the relevant documents are submitted to the student affairs office to be placed in the student’s file.

# Miscellaneous and Final Provisions

**ARTICLE 14** – (1) The organization, program, attendance control and evaluation of the internships are carried out by the Departmental Internship Commission. In cases not specified in this instruction, the relevant boards are authorized.

# Enforcement

**ARTICLE 15** – (1) This Instruction enters into force on the date approved by the University Senate.

# Execution

**ARTICLE 16 –** ( 1 ) The provisions of this instruction are executed by the Dean of the School of Engineering and Natural Sciences.

\*Accepted by the University Senate’s decision dated 03/04/2018 and numbered 2018/14-04.