# T.C.

ISTANBUL MEDIPOL UNIVERSITY VOCATIONAL SCHOOL

INTERNSHIP INSTRUCTION\*

Aim

**ARTICLE 1** – (1) The aim of this instruction is to regulate the principles to be followed for summer internships to be carried out in Vocational School programs.

# 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. School: Vocational School,
2. School Administrative Board: Refers to the Vocational School Administrative Board.

# Internship Duration and Internship Places

**ARTICLE 4** – (1) Internship periods, not less than 20 working days in total, are determined by the Higher School Internship Commission. Internships during Summer break or the Internship is done during the academic year in line with the decision of the Commission.

1. Internship places are determined by the program director, taking into account the characteristics and needs of each program, and submitted to the approval of the Higher School directorate.
2. Internships can also be done at Istanbul Medipol University.

# Internship Commission

**ARTICLE 5** - (1) The Higher School Board determines that the programs that require an Internship form the Internship Committee by choosing at least three and seven people among its members.

(2) The term of office of the commission members is two years, and the member whose term has expired can be re-elected.

**ARTICLE 6** – (1) The Internship Commission is responsible for determining, distributing and approving the internship places, changing the internship dates when necessary,

exempting from the Internship, notifying the institutions to be made to the School Directorate at least two months before the start of the Internship, and evaluating the completed internships.

1. The Internship Commission can supervise students at the internship site.
2. Students submit their internship notebooks and evaluation forms to the Internship Committee at the latest one week after completing the Internship.
3. The Internship Committee evaluates the internship books sent to them, the evaluation forms filled by the student and the internship institution,

within one month at the latest after the end of the internship period.

1. Evaluation is done as “pass”, “fail” or “correction requested”.
2. The student is asked to correct once due to a deficiency or mistake in the internship book. The student must complete the requested correction within a month at most and complete the Internship

and must notify the Commission; otherwise, the Internship will be considered unsuccessful.

1. Evaluation results are notified in writing to the Vocational School Directorate by the Internship Commission. The School Directorate announces these results. **Internship Documents**

**ARTICLE 7** – (1) Internship documents are standard and can be downloaded from the university web page, and those concerned cannot use any other documents.

(2) The list of internship documents is as follows:

* Internship Place Notification Form (Annex-1)
* Internship Place Acceptance Form (Annex-2)
* Official Letter/Sample of Vocational School Letter Regarding Insurance (Annex-3)
* Commitment (Annex-4)
* Internship Place Evaluation Form (Annex-5)
* Information Form About the Internship Institution (Annex-6)
* Student Evaluation Form of Internship Institution (Annex-7)
* Internship Book (Annex-8)
* Internship Commission Evaluation Form (Annex-9)

# Internship Process

**ARTICLE 8** - (1) Students fill in the “Internship Place Notification Form (Annex-1)” and the Commitment Note (Annex-4), taking into account the internship places announced by the School Directorate, and submit them to the School Secretariat. If the student has not determined an internship place, the relevant Program Presidency determines the internship place himself. The relevant Program Department evaluates the Internship Place Notification Form. The internship place deemed appropriate by the Program Chair is notified to the student.

1. The student submits the Internship Place Acceptance Form (Annex-2) and the Official Letter from the School Secretariat (Annex-3) to the institution where they will do the Internship. The Internship Place Acceptance Form (Annex-2) is submitted to the School Secretariat by the student after it is signed and stamped by the authorized person of the institution where the Internship will take place.
2. Insured students have to submit their Insured Employment Statement to the School Secretariat at least 15 days before starting their Internship. Students who do not bring the Insured Employment Notice cannot begin the Internship.
3. After students start their Internship, they cannot change their internship place without the knowledge and approval of the Internship Commission. In cases of natural disasters such as strikes and lockouts, death, mutual negativities, earthquakes, fires and floods, students can continue their Internship in another place with the approval of the Internship Commission.
4. Attendance is mandatory. Days not attended due to valid excuses are compensated

only.

1. The student who starts the Internship has the internship book (Annex-8) run and approved by the manager of the department/section where the Internship is done every week.
2. The documents in Annex-5, Annex-6, Annex-7 and Annex-8 specified in ARTICLE 7 must be submitted completely by the student to the School Secretariat within one week after the end of the Internship.
3. The Student Evaluation Form of the Internship Institution (Annex-6) must be in a sealed envelope, signed and stamped by the institution's representative where the Internship is done.
4. Internship related documents can also be filled and stored electronically.
5. A student who cannot complete his Internship cannot graduate. In this case, they repeat their Internship at the same or another institution to be determined by the Higher School Board and at the closest date.

# Evaluation of the Internship

**ARTICLE 9** – (1) Students who are found unsuccessful according to the Internship Institution's Student Evaluation Form (Annex-7) to be filled by the authorities of the institution where the Internship is held have to repeat the Internship.

1. The Internship Committee examines the Internship book.
2. Students who do not have absenteeism and are determined to have received sufficient education and skills by the Internship Commission are considered successful.
3. Students whose Internship is found unsuccessful by the Commission have to repeat the Internship.

# Internship Exemption

**ARTICLE 10** – (1) Students who come with an internal transfer are exempted from part or all of their Internship when they are registered at the Higher Education Institution upon the recommendation of the Internship Commission and the approval of the Higher School Administrative Board.

**ARTICLE 11** – (1) All kinds of documents related to internships are submitted to the School Secretariat for archiving after the internship evaluation is completed and are kept for at least two years.

# Enforcement

**ARTICLE 12** (1) This instruction enters into force on the date approved by the Istanbul Medipol University Senate.

**Execution**

**ARTICLE 13** – (1) This instruction is executed by the Director of Istanbul Medipol University Vocational School.

\*It was accepted with the decision of our University Senate dated 24/11/2015 and numbered 2015/32-03.