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ISTANBUL MEDIPOL UNIVERSITY

VOCATIONAL SCHOOL OF SOCIAL SCIENCES

INTERNSHIP INSTRUCTION\*

Aim, Base and Definitions

**ARTICLE 1-** (1) The aim of this instruction is Vocational School of Social Sciences of Istanbul Medipol University.Students are studying at the High School; to reinforce the theoretical knowledge and experience they have gained during their education, to increase their professional experience, to develop their teamwork skills, and to regulate the procedures and principles regarding the compulsory internship they will do in their workplaces at home and abroad.

Base

**ARTICLE 2 –** (1) This instruction has been prepared based on the Istanbul Medipol University Associate and Undergraduate Education Regulations published in the Official Gazette dated March 23, 2015, and numbered 29304.

Definitions

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

1. Vocational School: Vocational School of Social Sciences
2. Vocational School Administrative Board: Vocational School of Social Sciences Administrative Board,
3. Directorate - Director: Social Sciences Vocational School Directorate, Director,
4. Instructor: Social Sciences Vocational School instructors,
5. Head of the Programme: Heads of programmes of Vocational School of Social Sciences,
6. Internship Commission: Social Sciences Vocational School Internship Commission,
7. Programme Internship Commission: Vocational School of Social Sciences Programme Internship Commission
8. Internship Consultant: Vocational School of Social Sciences internship consultants,
9. Internship Instruction: Vocational School of Social Sciences Internship Instruction,
10. Internship Book: The internship file containing all the internship annexes / forms, including daily and weekly reports,

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Purpose of the Internship

**ARTICLE 4-** (1)The purpose of the internship is to identify the business areas related to the programmes in which the students are studying.It enables them to learn about the practices in their workplaces and to gain experience by applying the knowledge and skills they have acquired through education and training.

Internship Commission

**ARTICLE 5-** (1) The Board of Directors of the Vocational School decides that the programmes that require internshipIt forms the Internship Committee by choosing at least 3 (three) and maximum of 7 (seven) people from among the teaching staff.

Internship Commission

1. Responsible for supervising the internship process and arranging internship documents.
2. Together with the Head of the Programme concerned, it determines the period of compulsory professional practice, where necessary.
3. Approves the evaluation results.

Programme Internship Commission

**ARTICLE 6-** (1)For each programme, the Director of the Programme or the proposal from the relevant programmeone consists of 3 (three) people, including an instructor and an Internship Advisor, under the chairmanship of the instructor. The Programme Internship Committee consists of people recommended by the Programme Head and assigned by the Vocational School Executive Board.

**Programme Intership Commission**

1. After the internship record book is reviewed and accepted by the Internship Advisor, the student conducts the oral exam on the specified dates. If necessary, the members of the Internship Committee may also participate in the oral exam.
2. After getting the approval of the Internship Commission, it notifies the Internship Advisor in writing so that the grades can be entered into the automation system.

Internship Advisor

**ARTICLE 7-** (1) ProfessioncollegeInternship Advisor appointed by the Board of Directors; internshipIt is responsible for the determination and distribution of places, the institutions where the internship will be held and the dates of the internship to the Directorate at least 1 (one) month before the start of the internship, and the evaluation of the completed internship books.

Internship Advisor

1. It organizes an internship seminar at least once a year and informs the students of the relevant programme about the internship process and documents.

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1. Verifies that the internship place is suitable for the programme in which they are studying.
2. It ensures that the insurance transactions are carried out by informing the Directorate of the insurance start and end dates of the students.
3. During the internship period, it supervises the students at the internship site. Students who do sectoral practice outside the city or abroad are supervised using telephone and similar communication tools.
4. Checks the suitability of the internship notebooks submitted by the students; grants rejection, acceptance or correction.
5. It notifies the internship notebooks and evaluation forms it has received to the Programme Internship Committee so that the students can take the oral exam.
6. The internship book evaluation grades, approved by the Internship Committee and notified in writing by the Programme Internship Commission, are entered into the automation system.

Quality of the Internships

**ARTICLE 8 –** (1)Students are required to do an internship following the provisions of this internship instruction.A student who does not do his internship or does not complete his internship successfully cannot be given an exit certificate or diploma.

1. If students do not start or complete their internship between the dates specified in Annex 1, they have to complete their internship procedures again in the following internship period.
2. Students submit their internship notebooks and evaluation forms to the Internship Advisor within 5 (five) working days following the completion of the internship. This period is 10 (ten) working days for students who do their compulsory internship outside the city or abroad.
3. Students attending summer school cannot do an internship during summer school.

(5) Students enrolled in secondary education programmes can do daytime internships during the education period.

Internship Time and Duration

**ARTICLE 9-** (1)The internship time, the summer semester following the second or fourth semester,is between June and September. The internship must be completed before the academic year of that year begins. If students have completed all the courses of the programme they are studying but have not completed their internship and are on hold; they can do their internship in the fall or spring semester.

1. Students cannot start their internship until the last exam they take in the semester they will do their internship is completed.

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(3) Compulsory Internship period is at least 30 (thirty) working days. If the Heads of the Programme and the Internship Committee deem it appropriate, the internship period can be determined as more than 30 (thirty) working days for the relevant programme.

(4) Internship periods are completed at once and without interruption in the specified semester. Still, the days that cannot be attended due to the valid excuse stated below can be compensated.

* 1. Sickness up to 5 (five) working days with an official report from a full-fledged state / private hospital stating whether the student can continue the internship or not.

1. The period to be compensated cannot exceed half of the total internship period.

(6) A student who does not attend half of the internship is deemed to have never done an internship.

1. In cases such as illness, loss of a first-degree relative, etc. during the internship period, provided that it is documented and with the approval of the workplace, the internship is interrupted for a while, and

Missing days up to (five) working days must be completed in the same internship place and within the same internship period following the internship end date. Otherwise, the internship has to be repeated in the following internship period.

1. Excuse leave and medical reports taken for health or other reasons during the internship are not counted towards the internship day; the internship period is extended during the excused leave and medical report taken. The petition stating the report received and the excuse is delivered to the Sectoral Practice Consultant within 3 (three) business days.
2. In case of natural disasters such as strikes and lockouts, earthquakes, fires and floods, students can continue their internships in other businesses with the knowledge and approval of the Internship Advisor.
3. A week is considered to be 5 (five) working days. However, legally, Saturday is regarded as the 6th working day in workplaces that work full-time on Saturday. Work done on Sundays and public holidays are not counted as an internship period.

Internship Places

**ARTICLE 10-** (1) The suitability of internship places, the characteristics and needs of each programme should be taken into accountand approved by the Internship Advisor.

1. Internships are completed in the same workplace and within the same internship period within the specified periods.

Internship Abroad

**ARTICLE 11**- (1)Students complete their internship within the periods and periods specified in this instruction;With the approval of the Internship Commission, they can do it in institutions and organizations that operate abroad related to their departments and that they find as a result of their initiatives.

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1. Students can prepare their internship documents in the mother tongue of the country where they do their internship. In this case, the documents must be submitted to the Internship Advisor with their notarized translation.
2. Insurance expenses in case of an internship abroad outside the Erasmus+ exchange programme is paid for by the student.

**Duties and the Responsibilities of Internship Students**

**ARTICLE 12 –** (1)The duties and responsibilities of intern students are as follows:

1. It is the student's responsibility to find an internship place. The Internship Advisor decides whether the workplace provided by the students is suitable or not within the framework of the principles applied in the relevant programme.
2. Intern students have to do their internships in the first specified places. The internship cannot be interrupted, and the internship place cannot be changed without informing the Internship Advisor. If students determine that they cannot achieve their purpose, they can change their internship place by taking the opinion and approval of the relevant Internship Advisor.
3. During the sectoral practice, students are obliged to monitor the work and practice it when necessary. They are responsible for all professional activities carried out in their internship units.
4. They have to complete the work given in the workplace entirely and on time.
5. Students have to comply with all the rules and legislation of the workplace where they will do sectoral practice, especially the start and end hours of the working hours and the Higher Education Institutions Student Discipline Regulation.
6. The student cannot leave the workplace without permission.
7. Intern students cannot participate in union activities in the workplace where they do their internship.
8. At the end of the internship, students are responsible for delivering the completed internship book to the Internship Advisor.
9. Students record their work, which they carry out following their internship work programme, in the internship notebook daily.

Internship Documents

**ARTICLE 13-** (1) The student who will do the internship can obtain the relevant documents from the printed or university web page; Students cannot use documents other than these. The list of internship documents is as follows:

* Internship Place Notification Form (Annex-1)
* Internship Place Acceptance Form (Annex-2)

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* Official Internship Letter (Annex-3)
* (SSI Status Notification Form Regarding the Student's Family) (Annex-4)
* Weekly Internship Attendance Schedule (Annex-5)
* Daily Internship Report (Annex-6)
* Student Evaluation Form (Annex-7)|
* Institution Evaluation Form (Annex-8)
* Institution's Evaluation Form of the Student (Annex-9)
* General Report about the Institution (Annex-10)
* Student Internship Evaluation Form (Annex-11)

Documents to be Prepared before Starting the Internship

* *Internship Place Notification Form (Annex-1):* The institution and dates of the student's internshipdeclaration *Are* the documents submitted to the Internship Advisor.
* *Internship Acceptance Form (Annex-2):* The signed/stamped document shows that they accept the student as an intern.
* *Resmi Staj Mektubu (Ek-3):* It is written by the Directorate and given to the student to be sent to the internship institution. It indicates that the internship to be done by the student is of an official nature. It declares that the insurance premium for work accident and occupational disease will be paid by the University between the dates of the student's sectoral practice. The student takes this letter together with the "**Internship Place Acceptance Form**" to the workplace where they will do the internship.
* • Commitment (SGK Status Notification Form Regarding the Student's Family) (**Annex-4**):It determines whether the students have any social security before SGK. The student gives this form to the Internship Advisor.

Documents to be prepared during the Internship Period

* ***Weekly Internship Attendance Chart*** *(****Annex-5****): It is the weekly chart in which the student summarizes the work done daily. This chart is signed and stamped by the relevant person at the internship site.*
* ***Daily Internship Report*** *(****Annex-6****):* *The student specifies their daily work in this form in detail; if necessary, they can attach documents showing the work they have done at the internship; the form is signed and stamped by the relevant person at the internship place.*
* ***Student Supervision Form (Annex-7****): It is the document to be prepared by the Internship Advisor regarding the supervision of the student.*

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Documents to be Prepared After the Internship is Over

* ***Institution Evaluation Form (Annex-8****):* In the form where the student did his internship drying their thoughts and evaluations.
* ***Institution's Student Evaluation Form (Annex-9):*** It is the form in which the institution manager evaluates the student in general. This form is received from the manager in a sealed envelope. The envelope must be signed and stamped again from where it was closed by the administrator.
* *•* ***General Report on the Institution (Annex-10):*** *It contains essential information such as the history of the institution, its management style, organizational structure, fields of activity and affiliated businesses.*

Documents to be prepared by the Internship Committee

* *•* ***Student Internship Evaluation Form (Annex-11):*** *This is the form in which the Internship Committee evaluates the internship.*

Evaluation of the Internship

**ARTICLE 14**- (1)The suitability and success of the internship by Vocational School students:

1. A student who does not submit his internship notebook to the Internship Advisor within the prescribed period is deemed not to have completed his internship.
2. The Internship Advisor accepts/rejects or requests corrections within 10 (ten) working days of the internship books submitted to the Internship Advisor within the delivery period.
3. If there is a defect or mistake in the internship record book, the student has to make the requested correction (once only) within 5 (five) working days at the latest; otherwise, the internship will be rejected. This situation is reported to the Programme Internship Committee in writing by the student's Internship Advisor.
4. After the acceptance of the internship book, the date of the oral exam is announced in writing. The Programme Internship Committee administers the oral exam in the first week of October at the latest. The place and time of the oral exam will be announced 5 (five) days before the interview date.
5. Internship Advisors and Programme Internship Committee evaluate according to the current internship book, the institution's student evaluation form and the oral exam.
6. In this evaluation; Evaluation of the internship book (40%) + the institution's evaluation of the student (20%) + the oral exam (40%) scoring, and the students with a grade point average of 60 (sixty) and above are evaluated by the

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Programme Internship Commission members who carried out the oral exam unanimously or by majority vote are considered unsuccessful.

* 1. The internship evaluation of the student is entered into the "Tracking List" in the automation system as Successful or Unsuccessful. Internship evaluation is not taken into account in GPA calculations.

1. As a result of the examination of the internship book, those who destroy the internship book or an investigation is opened against the students who have destroyed the internship book or prepared and delivered the internship book even though they did not attend the internship, within the framework of the Higher Education Institutions Student Disciplinary Regulation.

Exemption

**ARTICLE 15**- (1)While students were studying at any educational institution before;If they certify the internships they have achieved, it is decided whether they will be exempted from the internship with the recommendation of the Programme Internship Commission and the approval of the Higher School Executive Board.

Storage of the Internship Documents

**ARTICLE 16**-(1) Accepted internship books are kept for 2 (two) years, starting from the date of acceptance, in a place determined by the relevant Programme Presidency.Internship notebooks, whose storage period has expired, are destroyed by the Programme Presidency in a manner deemed appropriate and by keeping a report.

1. Starting from the internship acceptance date, student objections to the internship made at the end of 2 (two) years are not accepted in any way.

Final Provisions

**ARTICLE 17-** (1) In cases where there is no provision in this instruction, "Istanbul Medipol University Associate and Undergraduate Education Regulations" and Senate decisions and other legislation provisions are applied.

**ARTICLE 18- (**1) The "Vocational School of Social Sciences Internship Instruction", accepted by the University Senate's decision dated 24/11/2015 and numbered 2015/32-02, has been repealed.

**ARTICLE 19-** (1) This instruction enters into force to be implemented from the 2016-2017 academic year.

**ARTICLE 20-** (1) This instruction enters into force from the date the Istanbul Medipol University Senate approves it.

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**Execution**

**ARTICLE 21-** (1) The provisions of this directive are executed by the instruction of the Vocational School of Social Sciences of Istanbul Medipol University.

\*Adopted by the University Senate's decision dated 04/04/2017 and numbered 2017/13-03.

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