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ISTANBUL MEDIPOL UNIVERSITY SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF POLITICAL SCIENCE AND INTERNATIONAL RELATIONS AND POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

COMPULSORY INTERNSHIP INSTRUCTION

FIRST SECTION

Aim, Scope, Base, and Definitions

Aim and Scope

**ARTICLE 1-** (1) The aim of this instruction is to contribute to the improvement of employment and employment opportunities for the students of the School of Humanities and Social Sciences, Department of Political Science and International Relations, Political Science and Public Administration of Istanbul Medipol University;

1. Having a work experience to reinforce their theoretical knowledge and professional competencies,
2. Recognize the operating principles and organizational structures of public and private sector workplaces,
3. Having prior knowledge to assist in the selection of study fields in the post-graduation period,
4. It is to determine the general principles and rules regarding the compulsory internship they will do in order to get to know the subordinate-superior, worker-employer relations, their responsibilities in the workplace, organization, production and occupational safety systems in public and private sector institutions and organizations where they will be employed in the post-graduation period.

# Base

**ARTICLE 2-** (1) This instruction has been prepared based on the Higher Education Law No. 2547 and the Istanbul Medipol University Undergraduate Education Regulations published in the Official Gazette dated 23.03.2015 and numbered 29304, Social Insurance and General Health Insurance Law No. 5510 and Restructuring of Some Claims No. 6111 and Social Insurance and General Health Insurance Law and Law on Amending Some Other Laws and Statutory Decrees.

# Definitions and Abbreviations

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

1. **İTBF**: **:** The School of Humanities and Social Sciences of Istanbul Medipol University,
2. **Deanery:** Deanery of the School of Humanities and Social Sciences,
3. **Head of the Department:** Department Heads within the School of Humanities and Social Sciences,
4. **Student:** Student of Political Science and Public Administration and Political Science and International Relations Department doing compulsory internship,
5. **Internship:** Applied learning activity aimed at increasing the knowledge and competencies of the students,
6. **Internship Commission Department Coordinator:** Teaching staff appointed by the Department Heads to determine the principles regarding the internship practice and to monitor the status of the interns,
7. **Internship Commission:** The commission consisting of the coordinators appointed from the departments, the Faculty Dean and the Faculty Secretary to determine the principles regarding the internship practice,
8. **Internship Period:** The number of working days that the student will spend in the internship,
9. **Internship Completion Certificate:** The document given to students who complete their internship,
10. **Internship Place:** It refers to the institution/organization where the students who do compulsory internships do their internship.

# SECOND SECTION

General Principles

Internship Principles

**ARTICLE 4**- (1) The general rules regarding the compulsory internship that the students will do are as follows:

1. Internship application is for students who fulfil the conditions set in this instruction.
2. The internship period is at least 20 working days.
3. Students must do their internship after the end of their 4th or 6th semester (between July 01 and August 31), excluding the preparatory class, without dividing the internship period.
4. In exceptional cases, the internship can be included in the term with the decision of the Internship Commission.
5. The internship place should be following the essence of the department's education program and should provide the knowledge and skills desired to be gained.
6. The internship place is determined by the student. It is approved by the Internship Commission Department Coordinator that it has the features in the previous article.
7. The internship completion certificate is not given to students who do not participate in the determining internship program without a valid excuse or drop out without completing it, and students whose employer report is negative.
8. The student cannot change the internship place without the knowledge of the Internship Committee Department Coordinator.
9. Internships can be done in public institutions and organizations, private enterprises, professional chambers, non-governmental organizations and other organizations.
10. As a result of the examination of the internship documents, action will be taken against the students who are determined to have issued false documents within the scope of the Higher Education Institutions Student Disciplinary Regulation.

# THIRD SECTION

General Practice Principles and Provisions

Control and Notification Obligation

**ARTICLE 5-** (1) *Social Insurance and General Health Insurance Law No. 5510, Restructuring of Some Claims and Social Insurance and General Health Insurance No. 6111*

*In accordance with the Law on the Amendment of the Law and Some Other Laws and Decrees* The insurance premium of the student who will do the internship in terms of work accident and occupational disease is covered by the University. At least 15 days before the start of the internship, students must submit the form attached to the instruction to the faculty. The form to be submitted is prepared as 1 original copy. In accordance with paragraphs 5/b and 87/e of Law No. 5510, the insured entry of the student to the Social Security Institution for Work Accident and Occupational Disease is made by the faculty at least one day before the start of the internship. In the event that the intern student has a work accident or occupational disease at the workplace, the incident is reported by the employer to the Social Security Institution and immediately to the faculty within three working days after the accident. Employers are obliged to fulfill all obligations regarding the occupational health and safety of intern students in accordance with the Occupational Health and Safety Law No.6331. According to the Law No. 5510, the student's exit notification to the Social Security Institution is made by the faculty.

**ARTICLE 6-** (1) During their internship, students are obliged to comply with the rules regarding work, discipline and work safety of the workplace where they do their internship, as well as the Student Disciplinary Regulations of Higher Education Institutions. The situation of students who do not comply with the rules is notified in writing to the Dean's Office by the employer. Upon the employer's application, the student's internship can be terminated by the decision of the Internship Commission.

**ARTICLE 7-** (1) The student is personally responsible for delivering the internship documents to the institution/organization on time and the faculty at the end of the internship.

# Application

**ARTICLE 8-** (1) Internship documents and forms are determined by the Internship Commission.

**ARTICLE 9-** (1) Internship coordination is carried out by the Internship Commission, and secretarial services are carried out by the officers assigned by the Dean's Office.

**ARTICLE 10-** (1) To carry out the internship procedures, a faculty member from each department is assigned to the Internship Committee by the Head of the Department as the Department Coordinator of the Internship Committee.

**ARTICLE 11-** (1) The internship application evaluation of the students who find the internship place is made by the Internship Committee Department Coordinator.

**ARTICLE 12-** (1) Students are obliged to submit the attendance schedules prepared by the workplace authorities to the Internship Committee at the end of the internship.

**ARTICLE 13**- (1) Students sent for internship are inspected by the Internship Commission when necessary.

**ARTICLE 14-** (1) The Internship Evaluation Form, filled in by the workplace representative of the student who has completed their internship, is delivered to the faculty in a sealed and sealed envelope by the student within 30 working days at the latest after the end of the internship.

(2) The faculty members and officials of the faculty prepare all kinds of documents, information and forms related to the internship of the student and submit them to the Internship Committee for evaluation. The relevant documents of the students whose internship is approved are archived by the officer in charge.

# Objection

**ARTICLE 15-** (1) The student whose internship is rejected can appeal to the faculty within one week from the announcement of the rejection decision.

(2) Objections regarding the rejection of internship are decided by the Internship Commission.

# FOURTH SECTION

Miscellaneous and Final Provisions

Cases without Provisions

**ARTICLE 16-** (1) The provisions of Istanbul Medipol University Undergraduate Education Regulations apply to subjects not included in this instruction.

# Enforcement

**ARTICLE 17-** (1) This instruction enters into force on the date it is accepted by the Istanbul Medipol University Senate.

# Execution

**ARTICLE 18-** (1) The provisions of this instruction are executed by the Dean of the School of Humanities and Social Sciences of Istanbul Medipol University.

\*Accepted by the University Senate's decision dated 25/12/2018 and numbered 2018/38-01.