

ISTANBUL BEYKENT UNIVERSITY
PROCEDURES AND PRINCIPLES FOR ASSOCIATE AND BACHELOR'S DEGREE
INTERNSHIP PRACTICES
(Senate Decision no. 2022/23 of 23/09/2022)

CHAPTER ONE
PURPOSE, SCOPE AND BASIS

PURPOSE AND SCOPE

Article 1- These procedures and principles have been prepared to establish the rules and procedures for the internship practices of Istanbul Beykent University associate and bachelor's degree students, as outlined in their curricula, to be conducted in enterprises/institutions.

BASIS

Article 2- These procedures and principles have been prepared in accordance with the relevant provisions of the Framework Regulation on Applied Trainings in Higher Education and the Istanbul Beykent University Applied Trainings Directive.

CHAPTER TWO
AUTHORISED ORGANISATIONS AND THEIR DUTIES IN THE EXECUTION OF INTERNSHIP PRACTICES

Article 3– The authorized bodies in the execution of internship practices are as follows:

1) Responsibilities and Authorities of the Rector

The Rector is responsible for the planning, budgeting, implementation, coordination, and supervision of internship activities.

2) Responsibilities and Authorities of the Dean and the Director

The Dean/Director is responsible for coordinating the planning and implementation of internship activities within their respective units.

3) Responsibilities and Authorities of the Applied Trainings Committee (the Committee) of the Faculty/School

The Committee consists of three members, including at least one Dean/Vice-Director, comprising the Deans/Vice-Directors and the department heads where practical training is conducted in the Faculty/School. Responsibilities and Authorities of the Committee:

- a. To assess and evaluate the achievements attained at the end of the internship in the enterprise, or to form sub-committees that include the responsible lecturer to oversee this process,
- b. To assess the possibility of undertaking an internship voluntarily or extending it beyond the duration specified in the programme of study,
- c. To assess the change of internship institution,
- d. To assess internship activities abroad.

4) Responsibilities and Authorities of the Applied Trainings Sub-Committee (Sub-Committee)

The sub-committee consists of the head of the relevant department/programme and two faculty members or lecturers. Its duty is to evaluate the students doing internship at an institution in accordance with the institution evaluation form, practical training file and predetermined achievements.

5) Responsibilities and Authorities of the Academician in Charge

Heads of departments/programmes are responsible academicians. Responsibilities of the academician in charge:

- a. To carry out internship activities in a workplace in accordance with the lesson plan and academic calendar,
- b. To give detailed information to the students about the internship process in a workplace,
- c. To determine the qualifications of the workplaces where students can do internship and share them with students,
- d. To evaluate whether the workplaces for internships are suitable for the foreseen criteria,
- e. To ensure that the internship at the workplace is monitored by the institution's internship supervisor,
- f. To collaborate with the authorities at the internship site to achieve the objectives of the internship,
- g. To conduct personal inspections at the internship sites as needed and assess the situation,
- h. To monitor the attendance statistics of students,
- i. To ensure that the internship grades evaluated by the Applied Trainings sub-committee are recorded in the information system.

6) Responsibilities and Authorities of Applied Trainings Coordination Unit

It consists of one or more teaching staff and the required number of administrative staff assigned by the Rector. Responsibilities of the Coordinator:

- a. To assist in identifying institutions outside the university where the internship will be conducted,
- b. To assist students in finding an internship position at a company when needed,
- c. To ensure coordination between companies, the University, and students,
- d. To prepare internship protocols for the relevant institutions, to obtain approval, and to follow-up,
- e. To prepare internship protocols for the relevant institutions, obtain approval, and ensure follow-up,
- f. To plan the internship practice programmes as needed,
- g. To prepare the necessary documents during the internship process and submit them to the Rector's Office for approval,
- h. To follow the insurance procedures during the internship process.

CHAPTER THREE

EXECUTION OF INTERNSHIP PROCEDURES

GENERAL PRINCIPLES AND GUIDELINES REGARDING INTERNSHIPS

Article 4- The general principles of internship are as follows:

- 1) ECTS credits are determined for the internship, added to the course plans of the program/department and included in the graduation credit calculation of the students.
- 2) The credits calculated within the scope of internships cannot be less than 5 ECTS credits and more than 10 ECTS credits in total.
- 3) Provided that the approval of the commission and in accordance with the relevant legislation, students can do an internship optionally or for a longer period than the internship period determined within the scope of the program he/she is studying. Internship periods specified in this paragraph are not credited and are not included in the graduation credit calculation.
- 4) It is essential that the internship is carried out in a way that increases the quality of the education to be given to the student and contributes to the increase of the knowledge and skills of the students related to their professional fields.
- 5) To ensure a healthy internship experience, the internship site endeavours, if possible, to designate an adequate number of staff members responsible for training and supervising students.

Internship Schedule and Duration

Article 5- The principles regarding the Internship Schedule and Duration are as follows:

- 1) It is essential that internships are carried out in the months during semester breaks or summer vacation. However, in cases where the internships specified below do not coincide with the semester break or summer vacation months, education and training activities continue alongside the internship. Students are not allowed to intern on days when they have classes or exams.
 - a. If the relevant programme or workplace is not suitable, students may pursue an internship outside of these periods, provided that they do not disrupt their education and training.
 - b. If a student has completed all of their courses but has not completed their internship yet, they can do their internship in any month.
 - c. Internship can also be done during the academic year period, summer school and general exam periods, provided that it is of the same duration and not less than three days a week.
- 2) The duration of the internship cannot be less than 20 working days depending on the nature of the departments/programs.
- 3) Work conducted on public holidays does not count towards the internship period.
- 4) In departments/programmes that are suitable for weekend studies, students can continue their internship activities on weekends in accordance with the relevant legislation.

Absenteeism

The principles regarding internship absenteeism are as follows:

- 1) Attendance during the internship period is compulsory, and students are required to attend the entire duration of their internship. The number of days that students do not attend is added to the internship period.
- 2) Except for force majeure, the internship site training staff may terminate the internship activity of students who do not visit their internship place for 3 (three) consecutive days without permission and excuse, or who is absent for 20% of the internship period for any reason (including a medical report) during the internship period. In this case, students do not have any right to claim and students are obliged to meet the financial obligations that will arise in case of internship cancellation.
- 3) Students who fail their internship due to absenteeism cannot resume from where they left off.

Internship Sites

Article 7- The principles regarding internship sites are as follows:

- 1) Internships may be conducted in public institutions or organisations, as well as private enterprises, in alignment with the characteristics, requirements, and learning outcomes of each department/programme.
- 2) If deemed necessary, internship practices may be carried out in University units (such as laboratories, application centres, etc.) or in other university departments, provided that the required permissions are obtained with the approval of the supervising academician.
- 3) An internship practice not deemed appropriate by the supervising academician is neither accepted nor taken into consideration.
- 4) Internship site information for the Department/Programme is provided in Appendix-1.

Internship Site Change and Internship Repetition

Article 8- The principles regarding the change of internship place and repetition of internship are as follows:

- 1) Internship sites can only be changed in cases of force majeure or if they do not operate in accordance with the learning outcomes.
- 2) The internship site change process starts when the students fill out the relevant form and submit the form to the Registrar's Office after receiving the approval of the supervising academician and the committee.

- 3) Students can start their new internship 15 days after submitting the relevant documents to the Registrar's Office.
- 4) In the event of an internship site change not due to force majeure, previously completed internship days will not be recognised.
- 5) Repeated internships due to failure cannot be conducted at the same internship location.

Internship Exemption

Article 9- The principles regarding internship transfer and internship exemption are as follows:

- 1) The internships previously completed by students admitted to a bachelor's degree programme through the Vertical Transfer Examination (DGS) are evaluated and decided upon by the articulation committees.
- 2) Upon assessment by the articulation committee, students transferring from another university through an external change-of-major may be exempted from the internship if they provide documentation proving the completion of their internships (such as transcripts, internship logbooks, daily attendance lists, or a letter from the relevant institution confirming successful completion of the internship, etc.).
- 3) The internships of Double Major students in their major department/programme cannot fulfil the internship requirements of their Double Major department/programme. Student are also required to do an internship for the Double Major department/programme.
- 4) Students who have worked in a workplace for at least the duration of the required internship period and whose work is related to their enrolled department/programme may apply to the Registrar's Office with the necessary documents during the internship period. With the approval of the articulation committee and the decision of the relevant faculty/school administrative board, they may be exempted from their compulsory internships, be considered successful, and have their internship grade recorded as "G" (passing) in the student information system.

Required documents:

- Internship Exemption Petition for Employed Students
- Certificate of Service (From Workplace - Certified)
- Social Security Institution Employment Declaration (e-Government - From Workplace)
- Social Security Institution Service Document (e-Government)

Internship Abroad

Article 10- The principles regarding internship abroad are as follows:

- 1) Students are required to conduct their internships in a manner that does not disrupt their academic programs. With the approval of the responsible faculty member and the commission, and assuming full responsibility themselves (including insurance procedures, contracts, protocols, etc.), students may also complete their internships abroad. They submit the acceptance letter for an internship abroad to the responsible faculty member.
- 2) Upon completion of the internship abroad, students submit the relevant documents to the responsible faculty member. Assessment and evaluation procedures for internships within this scope are conducted in accordance with relevant legislation.
- 3) It should be noted that the University is not responsible for the payment of premiums to domestic or foreign institutions and organisations operating in the field of insurance for the purpose of insuring students undertaking internship training abroad.

Insurance Procedures

Article 11- The principles regarding insurance procedures are as follows:

- 1) In accordance with subparagraph (b) of the first paragraph of Article 5 of Law No. 5510, internship students are covered by work accident and occupational disease insurance. For students who are not regarded as dependants, the provisions of general health insurance will apply. The premiums payable under this paragraph shall be covered by higher education institutions in accordance with subparagraph (e) of the first paragraph of Article 87 of Law No. 5510.
- 2) The University pays the insurance premiums to be paid to the Social Security Institution according to the rates determined by the Social Security Institution.
- 3) Students can obtain the social security registration certificate by sending an e-mail to staj@beykent.edu.tr or via e-Government 5 days before the internship start date.
- 4) In order for insurance procedures to be carried out, the necessary documents must be submitted to the Registrar's Office 15 days in advance. Students who do not submit the documents cannot start their internship as insurance procedures cannot be completed. In this case, students' internships are not recognised.
- 5) The University cannot be held responsible for those who start an "uninsured" internship without prior notification.

Internship Stipend

Article 12- Pursuant to the first paragraph of Article 25 of Law No. 3308, the University does not pay any internship stipend to the students doing their internships.

Internship Documents

Article 13- All documents required for internship are available on the websites of the faculties/schools and the Registrar's Office.

PRINCIPLES OF INTERNSHIP PRACTICES

Pre-Internship Procedures

Article 14- The principles regarding the pre-internship procedures are as follows:

- 1) An informative meeting about the internship is held by their supervising academicians at an appropriate time for the students who will do the internship.
- 2) Students fill out the "Internship Application and Acceptance Form" for their internship places where they decide to do an internship by making a preliminary interview with their supervising academicians. Once the form has been duly completed and approved by the internship provider, it is submitted to the supervising academician for further approval.
- 3) This approved form and other necessary documents (photocopy of ID card, etc.) are submitted to the Registrar's Office at least 15 days before the start date of the internship.
- 4) Students whose internship places have been approved can start their internship studies by printing out the internship logbook from the websites of either faculties/schools or the Registrar's Office.

Responsibilities regarding Internship

Responsibilities of Students

Article 15- The principles regarding students' responsibilities during internships are as follows:

- 1) During their internships, students must comply with the provisions of the Higher Education Institutions Disciplinary Regulation, the working principles, working conditions, discipline and occupational health and safety rules, and legal regulations of their internship providers.
- 2) Students are responsible for having all the documents related to the internship with them before starting the internship or on the first day of the internship.
- 3) Students are liable to fill in the internship documents completely and have them approved.

Filling out the Internship Logbook

Article 16- The principles regarding the internship logbook are as follows:

- 1) Interns must fill in the relevant parts of the internship logbook day by day and have it approved by the internship supervisor at the internship provider during the internship period (all report pages are to be stamped and signed).
- 2) A ballpoint pen or fountain pen must be used to fill in the internship logbook and the writing must be legible. The internship book must not be falsified or scribbled on. The internship book can also be filled in online.
- 3) Care should be taken with the grammar when filling in the internship logbook.
- 4) Only details of the work done at the internship place should be written in the internship logbook.
- 5) The drawings made in the internship book must comply with the technical rules.
- 6) Documents such as projects, photographs, brochures, standards and user manuals related to the internship subjects of the workplace and permitted by the internship place can be added to the internship logbook.
- 7) If insufficient, new report pages can be added to the internship logbook. Added pages must also be filled in completely and approved.
- 8) If requested by the Faculty/School, students may prepare an internship report in addition to the internship logbook.
- 9) Students fill in the internship logbook in accordance with the language of instruction of the department/programme in which they are enrolled.

Responsibilities of Internship Providers

Article 17- The principles regarding the internship providers are as follows:

- 1) To assign a sufficient number of educational staff members responsible for the follow-up and guidance of students at the internship site during the internship,
- 2) To track student attendance and notify the supervising academician,
- 3) To explain the rules to be followed at the internship site and the occupational safety precautions to be taken while working, and to preferably obtain a written commitment from the interns regarding their compliance with these rules,
- 4) To ensure that the forms containing the evaluations of students are delivered to the supervising academicians in a sealed envelope at the end of the internship,
- 5) To take the necessary measures to protect students from occupational accidents and occupational diseases and to carry out the necessary procedures for their treatment,
- 6) To submit the document prepared for the intern who has a work accident during the internship to the Social Security Institution on the same day and at the same time to the supervising academicians,

7) To cooperate with supervising academicians on absenteeism, discipline and other issues related to practical training,

Responsibilities of Training Personnel

Article 18- Interns are supervised by training personnel assigned by the companies, who possess professional competence in their field.

The principles regarding the responsibilities of training personnel are as follows:

- 1) To ensure that students do and maintain their internships within the prepared training plan,
- 2) To ensure that the company evaluation form is filled in for each intern,
- 3) To review and approve the internship files prepared by the students,
- 4) To cooperate with supervising academicians on absenteeism, discipline and other issues related to internship,

Things to Do at the End of the Internship

Article 19- The principles regarding things to do at the end of the internship are as follows:

- 1) Students who have completed their internship submit the internship logbook, if any, the internship report prepared in addition to the internship logbook, the daily attendance sheet showing the attendance to the internship programme and the intern evaluation form (in a sealed envelope) to the relevant supervising academician.
- 2) Students follow up whether the internship documents sent by the internship institution by mail, courier, etc., which they do not deliver by hand, have reached the supervising academician.
- 3) Immediately after the internship period ends, students will submit the documents to the supervising academician and have them signed,
- 4) In case of force majeure, the internship logbook can be submitted within the scope of the procedures and principles determined by the Council of Higher Education.

Evaluation

Article 20- The principles regarding the evaluation of internship success are as follows:

- 1) Supervising academicians must convene the sub-committee and evaluate the internship logbook within 30 working days at the latest from the date of receipt. They should determine whether the student has been successful and enter the result into the information system.
- 2) The evaluation result of the internship logbook is entered into the system as “G” for successful students and “K” for unsuccessful students.
- 3) If necessary, the sub-committee may interview students about internship learnings or have them perform an applied exercise.
- 4) Sub-committee may make corrections on the internship logbook if necessary.

Article 21- Students, who do not fulfil their internship requirements stated in these procedures and principles, and/or whose internship studies are not evaluated as successful, cannot graduate even if they pass all the courses in their department/programme and achieve the GPA required for graduation.

CHAPTER FOUR MISCELLANEOUS AND FINAL PROVISIONS

Article 22- The rules regarding the internship practices for students who are convicted and held in open prisons are determined by consulting with the institution where they are incarcerated.

Article 23- The procedures and principles regarding applied training in cases of natural disasters, such as earthquakes, fires, floods, legal strikes, lockouts, pandemics, wars, declarations of partial or general mobilisation, and similar force majeure situations, are determined by the Council of Higher Education.

Article 24- In cases not stipulated in these procedures and principles, the provisions of Istanbul Beykent University Regulation on Associate and Bachelor’s Degree Education and Training and other relevant legislation are applied.

Article 25- These procedures and principles enter into force in the Fall Term of the 2021-2022 Academic Year.

Article 26- The provisions of these procedures and principles are executed by the Rector of Istanbul Beykent University.