

# **TED UNIVERSITY**

## **INTERNSHIP REGULATIONS FOR UNDERGRADUATE STUDENTS**

### **Aim**

**ARTICLE 1-** (1) The aim of this document is to regulate the procedures and principles for the obligatory internship programs of TED University undergraduate program students.

### **Scope**

**ARTICLE 2-** (1) This document comprises the duration, terms of application and other provisions concerning the obligatory internship for TED University undergraduate students.

### **The Aim and Scope of the Internship Programs**

**ARTICLE 3-** (1) General purpose of the obligatory internship program for TED University students is to create an opportunity for students to gain professional experience in their fields by using the theoretical knowledge they have acquired through courses in practical business life.

(2) The aim, scope and success criteria of the internship programs are defined by the respective departments and the “Department Internship Guide” is announced on the web site of the department.

### **Career Center and Job Definition**

**ARTICLE 4-** (1) The coordination of the obligatory and voluntary internship programs is facilitated by the Career Center. The job definition for the Career Center staff is as follows:

- a) To work in coordination with the department internship coordinators in all stages of the internship program.
- b) To keep record of the internship quotas of institutions and share this information with the respective departments.
- c) To create procedures for students who wish to benefit from internship quotas of institutions.
- d) To provide the students with the obligatory internship documents.
- e) To archive the acceptance documents of the companies obtained by students and to keep record of the companies and the durations of the internship program.
- f) To deliver the internship evaluation form in a sealed envelope to students who have submitted internship acceptance documents.
- g) To inform the TEDU Department of Financial Affairs about the institution and the dates of internship for each student in order to have them arrange related work accident and industrial disease insurances.

- h) To deliver the internship evaluation forms to the internship coordinators of departments which are received from institutions during summer until the end of October.

### **Duration and the Dates of the Internship Program**

**ARTICLE 5-** (1) The time span of the internship program cannot coincide with the starting and ending dates (including final exams) of the semester that the student is registered in (including the summer school). Internship program cannot be held while the education is ongoing (while the courses/exams are held). However, students on internship program during the summer school term can take courses from the summer school in a way not to overlap with their internship program by the decision of the respective faculty administrative board.

(2) The duration of the internship programs are defined by the faculties as follows:

- a) Sundays are not considered as working days.
- b) For all the departments of Engineering Faculties, the duration of the internship program is a minimum 20 working days during the summer holidays of the second and third grade, meaning a minimum of 40 working days in total.
- c) For all the departments of the Faculty of Architecture the duration of the internship program is a minimum 30 working days during the summer holidays of second and third grade, meaning a minimum of 60 working days in total.
- d) As of the 2017-2018 Academic year, for all the departments of the Faculty of Economics and Administrative Sciences, the duration of the internship program is a minimum of 20 working days during summer holidays or semester breaks of the second and third grade, meaning a minimum of 40 working days in total. For students who have registered to the university prior to the mentioned date, the duration of the internship program is a minimum of 10 working days.

### **Available Institutions for Internship Programs**

**ARTICLE 6-** (1) Required qualifications of the national or international institutions where the internship program will be held are to be defined by the departments.

(2) The students can complete their internship programs within the scope of student mobility programs such as ERASMUS+.

(3) The institution and the content of the internship program must be approved by the internship coordinator before the onset of the program in order to be considered valid.

(4) Universities cannot be the venue for internship programs except for the university affiliated research centers, and the TEKNOKENT companies located inside the boundaries of a university campus.

### **Evaluation of Summer Internship Reports**

**ARTICLE 7-** (1) Students register to the internship course following the semester break or the summer holiday that they have attended their internship program.

(2) The internship reports are submitted to the respective department aligned with the announced requirements (*e.g. a single report to be prepared for two summer practica*) until the last day of the Add/Drop period as defined on the academic calendar.

(3) The evaluation criteria and the relevant regulations for the internship reports are announced by all departments at least one semester in advance.

#### **Validation of the Internship Courses**

**ARTICLE 8-** (1) The internship programs previously performed by the students admitted via external transfer or on double major programs, are evaluated by the internship coordinators and considered valid if approved by the respective faculty administrative board with the assent of the head of department.

#### **Application Procedures**

**ARTICLE 9-** (1) The institutions where the students can attend their internship programs are determined by the efforts of the students or institutional internship quotas.

- a) In cases where the students determine the internship venue in their own charge, they are to receive the obligatory internship letter from the Career Center or the web page of the department; to check the institution whether it conforms the criteria announced by the department, and to apply for the approval of the department internship coordinator, where necessary. If the institution meets the required criteria and/or the internship coordinator approves, the students are to request an acceptance letter from the institution which indicates the duration and the dates of the program. Once approved by the coordinator, the acceptance letter is then submitted to the Career Center at least one week prior to the beginning of the internship program.
- b) If the student wishes to attend the program by benefiting from the institutional internship quotas, they are to apply to the institutional internship quotas allocated for TEDU students as announced by the Career Center. Once the application is approved, the student is entitled to attend the internship program. Those who are rejected must find an institution where they will attend the internship program in their own right.

(2) Once the venue of the internship program is determined, the following procedures should be followed:

- a) The student receives the internship evaluation form in a sealed envelope from the Career Center or the department web page before starting the program and submits it to their internship advisor on the first day of the program.
- b) The internship advisor of the institution fills in the form at the end of the program and submits it to the department internship unit via mail or by hand before the internship report submission period expires. It is the responsibility of the student to convey the form to the respective TEDU internship coordinators.

(3) If the institution is to employ the student under social security, this has to be clearly indicated in the acceptance letter. In cases where the institution does not offer social security, TEDU Department of Financial Affairs arranges an obligatory internship insurance.

#### **Allocation Process of the Institutional Internship Quotas**

**ARTICLE 10-** (1) The Career Center determines the internship possibilities by contacting industrial organizations, enterprises, NGO's and public institutions with which TEDU has an institutional collaboration agreement. The Center receives the approval of the respective internship coordinators concerning the relevancy of the program.

(2) The institutional internship opportunities approved by the department internship coordinators are announced either via internet or by e-mail by the Career Center, once the quotas are determined. These announcements include the details of the institutions, duties and responsibilities and evaluation criteria (CV, grade point average, interview, etc.), application dates and all other relevant information.

(3) The applications are evaluated on the date and in line with the criteria as previously declared by the Career Center and/or the department internship coordinators and the selected students are announced.

### **Learning the Life Internship**

**ARTICLE 11-** (1) The students who must follow an obligatory internship program or those who are registered to undergraduate programs which do not require obligatory internship, can attend voluntary internship programs.

(2) The students who attend an additional/voluntary internship program must receive an acceptance letter from the institution where they will perform the program to be submitted to the Career Center.

(3) The internship insurance of the students who are to attend additional/voluntary internship programs is arranged by TEDU.

(4) The students who attend an additional/voluntary internship program are not required to submit an internship evaluation form.

### **Enforcement**

**ARTICLE 12-** (1) This regulation is accepted with the University Senate Decision No. 04, on 13.04.2017 and entered into force by the approval of the Board of Trustees on 18.04.2017, Assembly No.50.

### **Execution**

**ARTICLE 13-** (1) This regulation is executed by the TED University Rector.

## **SENATE MEETINGS THAT REGULATIONS OR AMENDMENTS ARE ACCEPTED**

<b>DATE</b>	<b>DECREE NO.</b>	<b>EXPLANATION</b>
30.04.2014	2014-06	Internship Regulations
13.04.2017	2017-04	Amendments
05.09.2019	2019-09	Article 5 – Paragraph 1