

**ALANYA ALAADDIN KEYKUBAT UNIVERSITY (ALKU)
RAFET KAYIS ENGINEERING FACULTY
INTERNSHIP GENERAL PRINCIPLES**

FIRST PART

Purpose, Scope and Definition

Aim

ARTICLE 1-(1) To see the application of the professional knowledge received in higher education institutions and to participate in the applications, to learn the engineering problems and solutions related to the engineering branch of education by taking part in teamwork, to provide them with experience in the written and oral presentation of the results obtained within the framework of professional ethics for the benefit of the society Rafet Kayış Engineering Faculty students are subject to compulsory internship in accordance with Alanya Alaaddin Keykubat University Associate Degree and Undergraduate Education - Training and Examination Regulations published in the Official Journal dated 22 March 2017 and numbered 30015. The compulsory internship studies of the students who will do internship during the undergraduate education of our faculty are determined by these principles.

Scope

ARTICLE 2-(1) The general principles of internship cover the provisions regarding the procedures and principles to be followed in the compulsory internship application that the students of our Faculty must do in order to improve their professional knowledge and skills. The general principles of internship are applied to the students of our university who will do their internship in public and/or private sector institutions and organizations in the country or abroad. Internship students are insured by the ALKU Rectorate. Insurance transactions are carried out through the Student Affairs of the Faculty of Engineering.

Definitions

ARTICLE 3-(1) In these Principles;

- a) Faculty: Alanya Alaaddin Keykubat University Rafet Kayış Engineering Faculty,
- b) Faculty Board: Alanya Alaaddin Keykubat University Rafet Kayış Engineering Faculty Board,
- c) Faculty Administrative Board: Alanya Alaaddin Keykubat University Rafet Kayış Engineering Faculty Administrative Board,
- d) Dean: Dean of Alanya Alaaddin Keykubat University Rafet Kayış Engineering Faculty,
- e) Rector: Rector of Alanya Alaaddin Keykubat University,
- f) Senate: Alanya Alaaddin Keykubat University Senate,
- g) Internship: It is an application study that is foreseen to see the application of the vocational knowledge received in undergraduate education in working life and carried out in line with the principles specified in the time, duration and subject of the education process.
- h) SSI: Social Security Institution,
- i) University: refers to Alanya Alaaddin Keykubat University.

ARTICLE 4-(1) The definition of "study diary" used in the Internship General Principles refers to the working day (including Saturdays if active) of the institution/organization where the student will perform the internship.

SECOND PART

Structure and Duties of Internship Commissions

Faculty internship commission

ARTICLE 5-(1) Faculty Internship Commission; Under the coordination of the Deputy Dean in charge of education and training, it is formed from the Heads of the Departmental Internship Committee, where each department with active educational activities will be represented as a member. Departmental Internship Committee Chairs can be selected from the faculty members or faculty members. It is possible to re-elect a former member whose term as Department Internship Commission President has expired. Instead of a member who leaves before the end of his term, another member is elected to complete the remaining term. Faculty internship studies are carried out by the "Faculty Internship Commission".

The duties of the Faculty Internship Committee are listed below.

- a) To determine the principles related to the internship,
- b) Coordinating the internship practices of the departments affiliated to the Faculty of Engineering,
- c) To ensure that the internships are carried out by the departments affiliated to the Faculty of Engineering with predefined common points,
- d) Supervising internship practices in departments affiliated to the Faculty of Engineering,
- e) To carry out the organization and coordination of internship activities,
- f) To ensure that the Faculty Registrar's Office monitors the SSI declarations of the students,
- g) To submit objections and exemption requests regarding the evaluation of the internship to the Board of Directors for a decision,
- h) Finding solutions to problems related to internship.

Department internship commission

ARTICLE 6-(1) The departments establish their own internship commissions to carry out their internship related work. The faculty member/lecturer who is the Head of the Department Internship Commission is the department internship supervisor at the Dean's Office. The Department Internship Committee consists of 3 (three) faculty members/instructors working in the relevant department for each department.

Members of the Departmental Internship Committee are appointed by the Faculty Administrative Board for a period of at least 1 year and maximum 3 years upon the recommendation of the Head of the Department. The Chairman of the Commission is determined by the Department Head. The Department Internship Committee carries out the internship related to the department, responsible to the Department Head.

The duties of the Departmental Internship Committee are as follows:

- a) To determine the internship evaluation criteria of the department, taking into account the ALKU Rafet Kayış Faculty of Engineering Internship General Principles and other variables (for example, the character of the undergraduate branch, other environmental factors),
- b) To prepare the Department Internship Guide, taking into account the Internship General Principles of ALKU Rafet Kayış Engineering Faculty and in line with the determined criteria, and to review it at specified intervals,
- c) To organize internship procedures and internship preparation trainings on a predetermined date and announced to the related undergraduate program students every academic year,
- d) To report the list of internship places to the Department Head and to inform the ALKU Rafet Kayış Faculty of Engineering Dean and the Faculty Internship Committee through the Department Head to initiate the insurance procedures of the students,
- e) To follow the execution of the internship in accordance with its purpose and rules,
- f) Supervising students in internship places when necessary,
- g) To decide whether each student is successful in his internship,
- h) To report the information of the students, whom they decide to have successfully

completed their internship, to the Faculty Internship Committee and to the Faculty Student Affairs,

- i) To carry out other work related to the internship.

THIRD PART

Internship Date and Duration

Mandatory internship date and duration

ARTICLE 7-(1) Regardless of whether he/she is successful or not, the student starts his/her internship at the end of the 4th (fourth) semester at the earliest. The preparatory class is not included in this period.

ARTICLE 8-(1) Internship is essentially where educational activities are not carried out; It is done in the Summer Term. As long as the student continues his/her education, he/she cannot do internship. However, students who have completed their courses and have only an internship gap for graduation, students studying in secondary education, and students who have completed their courses but are enrolled in the active semester due to the courses they failed, do not have to attend the courses within the semester (with the approval of the Department Internship Commission), provided that they do not have to attend the courses. on the condition that they start and finish within the same month). The provisions determined by the additional principles to be prepared by the Departmental Internship Commissions may be applied in special cases that the student can meet about the periods in which he or she can start the internship or the prerequisites. (1)

(2) Basically, internship and summer education cannot be done at the same time, but students can do their summer education and internship in the same period with the approval of the Department Internship Commission, provided that they do not exceed the internship periods specified in Article 9, and do not exceed the absenteeism period specified in Article 11. In cases where there is no obligation to attend due to force majeure, Summer Education and Internship can be done in the same period with the proposal of the Faculty Internship Commission and the decision of the Faculty Administrative Board. (1)

ARTICLE 9-(1) The start and end dates, periods and application dates for the internships are determined by the Faculty Internship Committee within one month at the latest after the spring semester starts for the relevant academic year and announced on the Faculty website. Summer internships cannot be done outside of these specified periods. Internship applications not made during the application period will not be considered. Students who will do internship in the exceptional periods specified in Article 8 must apply at least 20 days before the internship start date. (1)

ARTICLE 10-(1) The total internship period required by the student in order to graduate in institutions, organizations and workplaces whose eligibility will be determined by the Departmental Internship Committees cannot be less than 20 (twenty) working days (for additional conditions and documents determined by the departments, the Internship Guide of the Department should be examined). Accordingly, the duration of the internship must be at most 30 (thirty) and at least 10 (ten) working days each time. In the internship application, the student has to declare the days of internship. Changes to be made in the duration and date of the internship are evaluated only by the Faculty Internship Commission and carried out by the Faculty Student Affairs due to the procedures related to Social Security Institution (SGK).

ARTICLE 11-(1) Attendance is mandatory. The days that the internship cannot be continued due to valid excuses are compensated. The days that the internship cannot be continued cannot exceed 10% of the total internship period. The institution, organization or business authority terminates the internship of the student who does not comply with this rule and reports the situation to the Faculty Internship Commission by filling out the Internship Leave Form. In such a case, the student is deemed unsuccessful and has to renew the internship.

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ARTICLE 12- (1) The responsibility of finding a suitable internship place rests entirely with the student. Students can do internships in public and/or private sector companies that are deemed appropriate by the Department Internship Commission in the country or abroad. Students who will do their internship abroad have to take out insurance against work accidents and occupational diseases within the framework of the legislation of the country where they will do their internship and submit a commitment petition to our Faculty before starting their internship. Our Faculty is not responsible for the insurance against work accidents and occupational diseases of students who will do their internship abroad. **(1)**

(2) In case of general force majeure preventing face-to-face education and internship, with the recommendation of the Faculty Internship Committee and the approval of the Faculty Administrative Board, the students who have fulfilled all the conditions for graduation, and only have their internships left, will receive internships in the form of Project Assignment on the subjects determined by the Department Chairs and with the supervision and approval of the Department Heads. they can be provided. **(1)**

ARTICLE 13-(1) After starting the internship, the student cannot change the internship place without the approval of the "Departmental Internship Commission". Internship in the institution / organization; strike or lockout, fire, bankruptcy, work accident; earthquake, flood etc. In case of natural disasters or in cases where the student is employed outside of the internship purpose, the student can complete the internship period in a new internship place with the approval of the Department Internship Commission.

ARTICLE 14-(1) In cases where internship quotas are provided to the departments from public and/or private institutions, the applications of the students who meet the relevant internship quota conditions are evaluated and distributed by the Department Internship Committee according to their success and proximity to graduation.

ARTICLE 15-(1) The number of engineers/experts who are required to work in places where internships are determined, their qualifications, etc. The conditions regarding the qualifications are determined by the Departmental Internship Commissions.

ARTICLE 16-(1) Students can do internship in research and development-based project-based units such as Laboratory, Research Center, Technopark/Technopolis and Technology Transfer Office (TTO) within the University. However, the number of students who can do project-based internships for each department of the Faculty can be up to 30% of the number of students who have met the conditions for internship in the relevant academic term. The student who wants to do a project-based internship has to get the approval of the relevant Department Head and Department Internship Commission.

ARTICLE 17-(1) Transactions related to internship abroad will be carried out by our University's International Relations Office.

CHAPTER SIX

General Internship Stages

ARTICLE 18-(1) The general internship process steps of the Faculty (For additional conditions and documents determined by the Departments, the Internship Guide of the Department should be examined) are as follows:

- a) Before the internship,
 - i. After the internship cover letter is filled and approved, it is hand-delivered to the Student Affairs Unit on the application dates announced on the Faculty website. In cases where

face-to-face training is not possible due to force majeure, it is sent electronically to the address muhendislik.staj@alanya.edu.tr on the specified dates. Students who will do their internship during the exceptional periods specified in Article 8 must hand-deliver their internship cover letter to the Student Affairs Unit at least 20 days before the internship start date. (1)

- ii. After the relevant document is approved, SSI issues the employment entry declaration and sends it to the student electronically from the registered contact information.

b) During the internship,

On the first working day of each month during the internship and at the end of the internship, the Payroll Form is filled and signed by the student and submitted to the Faculty Student Affairs.

c) After the internship,

- i. The Payroll Form is filled and signed by the company and sent electronically to the address muhendislik.staj@alanya.edu.tr within 3 days after the end of the internship. The wet-signed copy must be hand-delivered within 30 days at the latest from the start of the academic term. (1)
- ii. Internship Report and Internship Evaluation Form must be hand-delivered to the relevant unit within 30 (thirty) working days from the start date of the relevant academic term.

CHAPTER SIX

Internship Fields, Type, Content and Prerequisites

ARTICLE 19-(1) The internship areas, type, duration, content and, if any, the prerequisites of the internship for the students of each department are determined by the "Department Internship Principles", which will come into force with the recommendation of the Department Internship Commissions and the approval of the Faculty Board.

CHAPTER SEVEN

Internship Studies and Report Submission

ARTICLE 20-(1) After each internship, an internship report is prepared by the student describing the work done during the internship.

ARTICLE 21-(1) The student must submit the Internship Report and the Internship Evaluation Form to the relevant unit in the Faculty within 30 (thirty) working days at the latest from the start of the academic term.

ARTICLE 22-(1) Students at the graduation stage must have submitted their Internship Reports at the latest 15 (fifteen) business days before the start date of the relevant end-of-term exams specified in the academic calendar.

CHAPTER EIGHT

Internship Report

ARTICLE 23-(1) Internship report should be prepared in accordance with the format given below. The things to be done by the departments due to the professional legislation obligations are included in the Department's Internship Principles.

ARTICLE 24-(1) The language to be used in the internship report is Turkish or English. If the internship report is not written in any of the above-mentioned languages, the student who has done his internship abroad with his own means must have the internship report translated into Turkish by sworn offices. If students studying in 100% English programs have not prepared their internship reports in English, it is obligatory to include an extensive English summary of at least 5 (five) pages.

ARTICLE 25-(1) The report to be delivered at the end of the internship will cover the practical and technical work done at the internship place, and book information will not be included. In

addition, at least one page of information should be given in the report about the work done every day. Information such as the history and capacities of the internship institution can be included in the internship reports, but cannot be included in the daily work. The notes on the occupational safety training that must be taken before the start of the job/internship of the institution cannot be included in the internship report as a whole, but can be referenced.

Internship report format

ARTICLE 26-(1)

1. The report should be written by computer in Turkish or English. The printout must be legible.
2. The internship report should be prepared in accordance with the following formal specifications:
 - a) Internship report should be in A4 size.
 - b) The page should be arranged with a margin of 2.5 cm from the left and right, and 2 cm from the top and bottom.
 - c) The font to be used should be Times New Roman 12 points and the writing spacing should be single line.
 - d) The page number should be centered at the bottom of the page.
 - e) On each page, the unit where the work was done, the application and the date should be stated.
3. Headings should be written in bold capital letters. Sub-headings should be written in capital letters and the rest should be written in lowercase letters. Drawings of pictures should be made in accordance with engineering standards.
4. In the internship report, emphasis should be given to the description of the practical work, and only a brief mention should be made of the theoretical information necessary for the understanding of the work. Internship Report should cover the following sections.
 - a) CONTENTS: Topics and page numbers should be given.
 - b) INFORMATION ABOUT THE ORGANIZATION: The following information should be given:
 - Organization name,
 - the location of the establishment,
 - Organization of the workplace and its duties,
 - Explanations about the work done or the methods applied in the workplace,
 - The subject of work of the organization,
 - Machinery and equipment of the organization (subject to the approval of the organization).
 - c) INTRODUCTION: In this section, brief information about the subject and purpose of the internship should be given.
 - d) REPORT: Considering the internship issues, the studies carried out in the relevant institution will be explained in detail. Data, tables and pictures will be numbered and presented in the "APPENDIX" section.
 - e) CONCLUSION: In this section, the data and skills obtained during the internship will be evaluated, the institution will be examined in terms of technical work and appropriate suggestions will be made.
 - f) ANNEXES: All data, tables and pictures should be given under this heading.
5. The internship report should not contain any information taken from any source (statement, thesis, article, book, user manual, internet resource, etc.) that could be considered as an ethical violation. The information used by citing the source should be written in their own words.
6. Each page of the internship report must be signed by the manager and/or chief of the relevant unit.

CHAPTER NINE

Internship Evaluation

ARTICLE 27-(1) The internship report is evaluated by the Departmental Internship Commission.

ARTICLE 28-(1) The Department Internship Committee completes the internship evaluation within 30 (thirty) working days following the deadline of the internship report. Delays in the evaluation process may cause students who are in graduation status to pay Tuition Fee. Internship commissions take the necessary measures to ensure that students in this situation are not victims.

ARTICLE 29-(1) The Departmental Internship Commission may accept the report it has examined in terms of format and content, or may request corrections. However, he/she may reject the internship partially or completely. The student whose report is requested to be corrected is obliged to make the correction and submit the report within 15 (fifteen) days at the latest.

ARTICLE 30-(1) In case a correction is requested for the internship report, the Department Internship Committee completes the re-evaluation of the student's internship report within 15 (fifteen) business days after the submission date.

ARTICLE 31-(1) If the internship report is accepted, the internship is successful; If the report requested for correction is not delivered on time or is rejected for the second time, the internship is considered unsuccessful.

ARTICLE 32-(1) After the student completes his/her internship, the institution reports its opinions about the internship performance of the student in general, by filling in the "Institution Student Internship Evaluation Form" in a sealed and sealed envelope.

The institution evaluates each of the criteria specified in the Internship Evaluation Form within a 5-point Likert type scale [Very Good, Good, Medium, Poor, Very Poor]. Considering these criteria, the student's Institutional Internship Evaluation Grade should be at least 3 (three) out of 5 (five). This condition is a prerequisite for the student's internship to be evaluated. If the Institutional Internship Evaluation Grade given by the Institution is less than 3 (three), the student is deemed unsuccessful (Unsatisfactory) by the Department Internship Committee.

Departmental Internship Commission, where it deems necessary, interviews, presentations, exams, etc. completes the approval process of the internship and decides on the success of the internship. Internship results are announced by the department heads. Students whose internship is not approved by the Department Internship Commission will be deemed unsuccessful (Unsatisfactory) and have to do their internship again.

The student may object to the decision of the Department Internship Committee in writing to the relevant Department Chair within 5 working days following the announcement of the decision. The objection is forwarded to the Dean's Office and evaluated by the "Faculty Internship Commission" and decided by the Faculty Administrative Board.

The internship information of the student whose internship is successful is notified to the Dean's Office by the relevant Department Head to be recorded in the Grade Status Document and put in the student's file.

Documents related to undergraduate graduation are not given to students who are successful in all of their courses but do not complete their internship or are unsuccessful in their internship. In this case, the student has to repeat his internship until he is considered successful.

Keeping the Internship Report

Student internship reports are kept by the Department Head for a period of 2 (two) years from the date they were last processed.

CHAPTER TEN

Adaptation

ARTICLE 33-(1) The previous internships of the students who registered with horizontal and vertical transfers are accepted by the Faculty Internship Commission upon the proposal of the Department Internship Commission, provided that the documents related to the internship are submitted, provided that the content is appropriate.

ARTICLE 34-(1) Internships accepted in a department of Double Major Program (DMP) students are also accepted in the second major, provided that the content is appropriate and documents related to the internship are submitted.

ARTICLE 35-(1) After graduating from vocational high schools, the working days of the students who worked in public private institutions and organizations and then started their undergraduate education in the relevant department are not accepted as internships even if they include internship subjects within the scope of internship principles.

CHAPTER ELEVEN

Special Conditions

ARTICLE 36-(1) In the event that the applied or started internship is not done/interrupted without an excuse, the student is considered not to have completed his/her internship.

ARTICLE 37-(1)- The internship must start on the specified date and be completed without interruption, except for special conditions (health problems, accident, etc.). The excuses regarding the date change or cancellation of the internship for which the application has been made or started are decided by the Faculty Internship Commission after the evaluation of the Department Internship Committee.

ARTICLE 38-(1) During the examination of the internship report, the necessary actions will be taken by the Rafet Kayış Faculty of Engineering Dean's Office in accordance with the Higher Education Institutions Student Disciplinary Regulations about the student who falsifies the internship documents and attached documents or is stated to have prepared and delivered the Internship Report even though he has not done any work.

ARTICLE 39-(1) Students who have been temporarily dismissed from our university for a short or long term (freezing registration, being suspended, etc.) cannot do their internship during this period.

ARTICLE 40-(1) Depending on the general principles of the internship, the departments specify the field, type, duration, content and prerequisites, if any, of the internship, the report format and report evaluation details arising from the professional legislation and obligations, in the Department Internship Principles, depending on the characteristics of the Departments. The Departmental Internship Principles enter into force upon the proposal of the Department Chairs and the approval of the Faculty Board.

ARTICLE 41-(1) This application is not contrary to the provisions of Alanya Alaaddin Keykubat University Associate Degree and Undergraduate Education - Training and Examination Regulation published in the Official Gazette dated 22 March 2017 and numbered 30015, in cases where there is no provision in the principles, and Article 5 of the Law No. 5510, which entered into force on 01.10.2008. The relevant Faculty Board of Directors is authorized

Force

ARTICLE 42-(1) These principles entered into force with the decision dated 22.07.2020 and numbered 19/100, which was accepted by the Senate of Alanya Alaaddin Keykubat University.

Executive

ARTICLE 43-(1) These principles are carried out by the Dean of Alanya Alaaddin Keykubat University Rafet Kayıř Engineering Faculty.

**It was accepted by the Senate Decision dated 22.07.2020 and numbered 19/100.
(1) Amendment made with the Senate Decision dated 24.03.2021 and numbered 07/50.**