

T.R.
NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
FACULTY OF ENGINEERING AND ARCHITECTURE
DIRECTIVE FOR INTERNSHIP

FIRST PART
Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Directive is to regulate the basic principles of planning, implementation and evaluation rules of internship studies that Nevşehir Hacı Bektaş Veli University Faculty of Engineering and Architecture students are obliged to do during their education.

Scope

ARTICLE 2- (1) This Directive covers the basic principles of planning, implementation and evaluation rules of internship studies of students in departments affiliated to Nevşehir Hacı Bektaş Veli University Faculty of Engineering and Architecture.

Basis

ARTICLE 3- (1) This Directive has been prepared on the basis of the Framework Regulation on Applied Education in Higher Education published in the Official Gazette dated 17.06.2021 and numbered 31514 of the Higher Education Council.

Definitions

ARTICLE 4- (1) Following definitions are used in this Directive;

a) European Credit Transfer System (ECTS) credit: The numerical value based on the total workload required to acquire the knowledge, skills and competencies to be gained by the students and covers all the work that the student has to do in order to successfully complete a course,

b) Department: Consists of departments that complement each other or are close to each other, constituting a whole in terms of purpose, scope and quality; the education and training, scientific research and application unit of the faculties,

c) Dean: Dean of Nevşehir Hacı Bektaş Veli University Faculty of Engineering and Architecture,

ç) Faculty: Nevşehir Hacı Bektaş Veli University Faculty of Engineering and Architecture,

d) Enterprise Officer: The person with the title of engineer in the relevant field determined by the public or private sector companies/organizations to be given Applied Engineering Education as responsible for the students who will receive Applied Engineering Education,

e) Enterprise: Public or private sector companies/organizations where students are assigned to conduct practical training,

f) Program: Applied Engineering Education Program,

g) Rector: Rector of Nevşehir Hacı Bektaş Veli University,

ğ) Senate: Senate of Nevşehir Hacı Bektaş Veli University,

h) Instructor in Charge: Applied Engineering Education Program consultants,

i) Contract: The document signed by the student, the program coordinator and the head of the institution, regulating the relations between the student and the enterprise regarding the Applied Engineering Education Program,

i) Applied Education Sub-Commission: In the departments where Applied Engineering education is active; The commission that includes the head of the department, the faculty member responsible for applied education and a member of the department internship commission,

j) Applied Trainings Commission: The commission formed by a representative appointed by the department heads from each department in the faculty,

k) Applied Engineering Education Protocol: The document explaining the quotas and conditions related to the Applied Engineering Education Program and signed by the business officer and the Dean,

l) University: Nevşehir Hacı Bektaş Veli University

SECOND PART

General Principles

The purpose of the internship

ARTICLE 5- (1) The purpose of the internship is to enable the students to increase their practical knowledge and skills, to get to know the business areas related to the programs they study, to learn the professional practices in the workplace, and gain experience by applying the knowledge and skills they have acquired through education and training.

Department Internship Commission

ARTICLE 6- (1) A Department Internship Committee is established in each department to organize and carry out the internship studies of the students. This commission consists of at least three (3) lecturers, one of whom is the chairman, appointed by the Head of Department. Head of the Department Internship Committee represents the department at the Faculty Internship Committee. The term of commission members is three (3) years.

Duties of the Department Internship Commission

ARTICLE 7- (1) The duties of the Department Internship Committee are as follows:

a) Provided that it is not contrary to the provisions of this Directive, it prepares an internship guide suitable for the needs of the department and makes it accessible to students on the department web pages.

b) Conducts the correspondence related to the internship. It advises students on internship places and distributes internship opportunities to the applicants by giving priority to the applicants according to their academic success and proximity to graduation, or by drawing lots. It evaluates and approves the suitability of the internship places found by the students, whether the prerequisites are met and whether the internship start and end dates and the internship periods defined by the department are met.

c) Prepare student internship files, keep them until the end of the evaluation process, and then submit them to the department secretariat to be kept in the department archive.

ç) The Commission keeps one copy of the documents provided by the student in two original copies for the *Work Accident and Occupational Disease Insurance* required by the

university within the framework of the Social Insurance and General Health Insurance Law No. 5510. Students send the second original copies to the Faculty Accrual Unit at least ten (10) business days before the start of the internship, to be forwarded to the relevant unit of the university.

d) Conducts the supervision and evaluation of internships.

e) The Department Heads have the authority to make all kinds of decisions regarding the internship work of the students in case the Department Internship Commission cannot convene for reasons such as leave, report, assignment.

Faculty Internship Commission and its duties

ARTICLE 8- (1) The Faculty Internship Commission consists of a chairman appointed by the Dean and the chairmen of the department internship commission. The term of office of the Faculty Internship Committee members is three (3) years. This commission meets at the beginning of each academic semester and ensures that the internship practices of the departments are carried out in accordance with the faculty internship directive.

Internship related documents

ARTICLE 9- (1) Students are obliged to prepare and follow up the following documents completely during their internship. Inter-institutional correspondence regarding the insurance of students during the internship and the documents to be used in the internship application are arranged and executed by the Faculty Student Affairs:

a) Internship Application Form and Contract Document: It is the petition filled out by the students, showing the business they want to do their internship.

b) Internship Book: Each student has to submit the book that they will prepare in accordance with the formats to be determined by the internship commission to the Department Internship Committee. The student obtains the internship notebook template from the department web page.

c) Internship Evaluation Form: It is the standard document that evaluates the work done by the workplace internship supervisor according to various criteria for each intern during the internship and finally indicates whether the student is successful or not. At the end of the internship, the internship evaluation forms must be sent directly to the Department Head by the internship supervisor or delivered by the student in a sealed envelope.

d) Internship File: It is the file regarding the internship documents to be obtained from the Faculty Student Affairs.

Starting an internship

ARTICLE 10- (1) The student submits the Internship Application Form and Contract Document approved by the institution he/she wants to do internship to the Department Internship Committee. Students whose applications are approved by the relevant Department Internship Commission can do internship.

Insurance

ARTICLE 11- (1) In accordance with Article 5/b of the Social Security and General Health Insurance Law No. 5510, all students who are subject to compulsory internship are required to have Work Accident and Occupational Disease Insurance and their insurance premiums must be paid by the university. Internship students are required to submit the required

documents in full within the specified time and manner. The internship dates determined for the compulsory internship insurance cannot be changed in any way. If there is a change in the specified dates or the internship cannot be done, the relevant Department Head must be notified. Insurance premiums will be covered by the university when the student who will do the internship wishes to do an optional internship, provided that he/she notifies the Department Head in advance.

Internship places

ARTICLE 12- (1) Departments can make all kinds of contacts and initiatives with the workplaces to facilitate the students to find the desired internship place, but the responsibility of finding suitable internship places rests entirely with the student. Students can do internships in public or private sector enterprises in the country or abroad, which are deemed appropriate by the Departmental Internship Commission.

(2) The student has to get the approval of the Department Internship Committee before starting the internship in the company he/she finds. No student can do an internship without the approval of the Department Internship Commission in the enterprise he/she finds on his/her own initiative.

(3) Students who want to do their internship abroad can do their internship within the scope of the ERASMUS+ program, or they can do internship in the enterprises they find as a result of their own initiatives, provided that they get the written approval of the Department Internship Commission.

(4) After the students start their internship, they cannot change their internship place without the knowledge and approval of the Departmental Internship Commission.

(5) In case of natural disasters such as strikes and lockouts, earthquakes, fires and floods, students may continue their internship in other enterprises with the knowledge and approval of the Departmental Internship Commission.

THIRD PART

Internship Duration and Compulsory Attendance

Time and duration of the internship

ARTICLE 13- (1) Students can start their internship from the end of the fourth semester.

(2) The number and duration of internships are determined by the relevant departments, provided that the duration of the internship is not less than 30 (thirty) working days. In addition, departments can determine the internship periods, which include the internship start and end times of the students.

(3) Students who want to leave the Faculty by obtaining an associate degree diploma are obliged to do an internship for half of the compulsory internship period determined by the Department.

(4) Normally, a week is considered to be five working days. In enterprises that work on Saturdays and/or Sundays, if this situation is documented, the weekly working day in these places is taken as a basis.

(5) Internships are mainly done during periods when education is not actually given. However, students who are required to attend classes with a maximum of 10 ECTS credits are excluded from this rule and can start their internship in any month.

Internship Compulsory Attendance

ARTICLE 14- (1) It is obligatory to continue the internship. Days not attended due to valid excuses must be compensated. If the intern student receives a rest report or a work accident report during the internship, he/she must notify the Faculty Student Affairs Office by petition or fax by the institution and the student on the same day as of the date of receiving the report.

CHAPTER FOUR

Internship Applied Principles

Applied principles of internship

ARTICLE 15- (1) Every student who goes to internship gives the Internship Evaluation Form to the officer of the unit where he/she does his/her internship. At the end of the internship, this form is filled and approved by the authorized person (at least an engineer/architect) and sent to the relevant department in a sealed envelope with the company stamp/seal on it. Forms without institutional stamp and approval are not taken into account in the evaluation.

(2) The work done during the internship is regularly recorded in the internship book by the student and approved with the stamp and signature of the relevant person, indicating the title of the authorized person (at least engineer/architect) at the internship place. Internship notebooks that do not have signatures, stamps, seals or dates, on which erasures, scrapings and improper corrections are made are not accepted.

(3) Each student has to submit the internship book until the date determined by the internship commissions in the following academic semester after the end of the internship. Internships of students who submit their internship book after the announced date without a valid excuse are not accepted.

(4) Students cannot give information to others on matters that require confidentiality related to production and service; cannot participate in union activities.

(5) During the internship, a contract including internship conditions, leave, duties and responsibilities of the parties, wages to be paid and other matters deemed necessary must be signed in accordance with the legislation in force between the student and the private enterprise. The University cannot be a party to disputes that may arise between the enterprise and the student.

(6) During the internship, students comply with the provisions of the Higher Education Institutions Student Disciplinary Regulation; must comply with the working principles of the institution, working conditions, rules and legal regulations regarding discipline and work safety.

(7) Credits calculated within the scope of internships cannot be less than 5 (five) ECTS credits and more than 10 (ten) ECTS credits in total.

(8) The internship-related courses in the training plan are planned to be applied over 2 (two) hours.

FIFTH PART

Monitoring and Evaluation of the Internship

Monitoring and evaluation of the internship

ARTICLE 16- (1) When deemed necessary, the members of the Departmental Internship Committee may monitor the internship in accordance with its purpose and rules, or contact the company where the internship is held and obtain information about the internship student and ensure that the students are followed.

(2) By the Department Internship Committee; Internship Evaluation Form, Internship Notebook and additional information and documents related to the internship are examined and the internship done by the student is evaluated as successful/unsuccessful. In order for the student to be considered successful in the internship, he must first be successful according to the Internship Evaluation Form to be filled by the enterprises. The commission may request an oral presentation of the internship studies from the student during the evaluation phase. Students who are not deemed sufficient in the evaluation are required to renew their internships. In some cases, only a part of the student's internship may be accepted by the Departmental Internship Committee.

(3) All kinds of documents related to the internship are kept in the Faculty Student Affairs for 2 (two) years after the internship evaluation meeting. At the end of this period, it can be destroyed or returned to the student upon request. Objection to the internship results is made within 15 (fifteen) days from the announcement date. The objection is evaluated by the Departmental Internship Committee.

(4) Students who do not complete their internship or whose internship is deemed unsuccessful are not given a certificate regarding their undergraduate graduation. In order for these students to complete their education, action is taken in accordance with the provisions of the Nevşehir Hacı Bektaş Veli University Associate Degree and Undergraduate Education and Training Regulations.

SIXTH PART

Internship Exemption Request and Evaluation

Internship exemption request

ARTICLE 17- (1) Students who come to the faculty through vertical transfer must apply to the Faculty Student Affairs with a petition within 10 (ten) working days as of the date of final registration to the University in order to request exemption from the part of the internship, which covers at most half. The relevant application is evaluated by the Departmental Internship Committee and decided by the Faculty Administrative Board.

(2) Students who come with a lateral transfer may request exemption from some or all of the internship they have done while they are registered at the higher education institution they come from. These students must apply to the Faculty Student Affairs with a petition within 10 (ten) working days as of the date of final registration to the university. The relevant

application is evaluated by the Departmental Internship Committee and decided by the Faculty Administrative Board.

(3) Internships of double major students in the second major program are evaluated by the relevant Department Internship Commission. Double major students who will request that their internship be counted in both branches must obtain the approval of the internship commissions of both departments regarding the suitability of the internship place before starting the internship. The conditions for accepting some or all of the internship in the second major branch are determined as a result of the joint evaluation of the internship commission of both departments, the Faculty Internship Committee is notified and the Faculty Dean is informed.

SEVENTH PART

Final Provisions

Cases where there is no provision in the directive

ARTICLE 18- (1) The provisions of the Framework Regulation on Applied Education in Higher Education shall apply to matters not specified in this Directive.

Force

ARTICLE 19- (1) This Directive enters into force on the date it is approved by the Senate.

Executive

ARTICLE 20- (1) This Directive is executed by the Dean.

Senate Decision's Date and Number where the Directive is Adopted:

Date: 16.09.2021

Number: 2021.31.191