

NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY

THE FACULTY OF FINE ARTS

THE DIRECTIVE FOR INTERNSHIP

Purpose

Article 1. This directive defines the rules and principles for the internship of the students of Nevşehir Hacı Bektaş Veli University, The Faculty of Fine Arts.

Scope

Article 2. This directive consists of issues related to the internship of the students of the Faculty of Fine Arts of Nevşehir Hacı Bektaş Veli University at both domestic and abroad workplaces.

Legal Basis

Article 3. This directive has been prepared in conformity with “The Regulation Concerning the Rules and Principles of Training, Implementation and Internship of the Vocational High School Students within Vocational and Technical Training Zone at the Workplaces” which was published on the Official Gazette on 22 May 2002, with number 24762.

In the unspecified cases in this directive, the provisions of “The Regulation Concerning the Rules and Principles of Training, Implementation and Internship of the Vocational High School Students within Vocational and Technical Training Zone at the Workplaces” which was published on the Official Gazette on 22 May 2002, with number 24762, are valid.

Definitions

Article 4. The terms used within the content of this directive and their explanations are as follows:

The Name of the Faculty: The Faculty of Fine Arts

Dean: The Dean of the Faculty of Fine Arts

Vocational and Technical Training Zone (VTTZ): Nevşehir Vocational and Technical Training Zone

Workplace: Goods and service-producing public and private institutions where the students of the Faculty of Fine Arts implement the knowledge and experience acquired during their education through internship

School-Industry Coordinator: The Vice Dean of the Faculty of Fine Arts who is responsible for the coordination of the internship and training of the students of the Faculty of Fine Arts in accordance with the decisions of the Nevşehir Hacı Bektaş Veli University Internship and Training Application Council

Internship and Training Application Council of Faculty: Internship and Training Application Council of the Faculty of Fine Arts

Supervisor Teaching Staff: The vice dean and the permanent staff of each program, specialized in the workshop, laboratory and vocational courses, who is responsible for detecting working places in the establishments, planning, coordination and supervision of training

Internship and Training Application Council of University: Internship and Training Application Council of Nevşehir Hacı Bektaş Veli University

Directive for Internship: Directive of Internship of the Faculty of Fine Arts

Calendar: Internship calendar covering the duration of the internship

INTERNSHIP AND TRAINING APPLICATION COUNCIL OF FACULTY

Article 5. It is formed by the presidency of the School-Industry Coordinator, who has been chosen among the vice-deans, the departmental coordinators and program coordinators in the Faculty of Fine Arts in the VTTZ. Internship and Training Application Council of Faculty, if it is necessary, may commission committees in the programs and units. This Council holds meetings triannually and submits the report of the evaluation to the Internship and Training Application Council of University.

THE TASKS OF THE INTERNSHIP AND TRAINING APPLICATION COUNCIL OF FACULTY

Article 6. The tasks of the Internship and Training Application Council of Faculty are as follows:

- a) To enable the students to do an internship, in accordance with the provisions of this directive, and to organize briefing meetings,
- b) To ensure the timely preparation of the print documents for an internship,
- c) To cooperate with the relevant units for the arrangement of internship place,
- d) To ensure an even distribution of the number of students to the internship places,
- e) To inspect the works during the internship,
- f) To evaluate the works during the internship,
- g) To organize interviews and implementations about internships, if necessary.

FINDING INTERNSHIP PLACE

Article 7. The student quota that is each year allocated to each program in the Faculty, in accordance with the offers and demands, which are reported to the Internship and Training Application Council of University by the public institutions in VTTZ and the Chamber of Commerce and Industry is filled with a respect to the success grades of the students.

Those students who cannot find an internship place, within the internship quota allocated to the Faculty in the VTTZ, are expected to find their own internship place in Turkey or abroad. Those students who find their internship places in this way submit an application to the Internship and Training Application Council of Faculty.

Upon the approval of the Council, they can start their internship. Those students, who cannot find an internship place due to insufficiency of quota, are reported to the Internship and Training Application Council of University.

THE DOCUMENTS REQUESTED FROM THE INTERN STUDENTS

Article 8. The students are expected to submit the documents below to the Internship and Training Application Council of Faculty in order to start their internship.

a) The document of application indicating that the student wants to start an internship

b) The curriculum vitae which shows the courses the student took and the previous internships

The students apply to the concerned workplace with the official letter given by the Internship and Training Application Council of Faculty.

THE FACILITIES PROVIDED TO THE INTERN STUDENTS

Article 9. The workplaces accepting the intern students provide the students with the same facilities they provide their own staff. To this end, the workplaces do their best to cover the expenses of transportation and food and to enable the students to benefit from the social facilities of the workplace.

OBLIGATION OF INTERNSHIP

Article 10. The students have an obligation of internship in order to implement their theoretical knowledge given by the Faculty and to acquire work experience. The students are to complete their internship successfully in accordance with the provisions of this directive in order to be able to graduate. Those students who do not complete their internship, even if they successfully complete all courses, are to renew their registration at the beginning of each semester. If those students who are undergraduate transfers cannot certificate their internship in accordance with this directive are to complete their lacking procedures or start over their internship.

TIME AND DURATION OF INTERNSHIP

Article 11. The duration of the internship is 30 workdays, and it can be done at the end of the second or third year.

The students who continue their education are to do their internship within the months of semester break or summer break. Irregular students who have not completed their internship may start their internship in any period they want. The students who cannot complete their internship in the relevant period may complete their internship in the following periods.

INTERNSHIP PLACES

Article 12. The students of Faculty may complete their internship in all workplaces in Turkey or abroad recommended by the Internship and Training Application Council of University or approved by the Internship and Training Application Council of Faculty.

The intern students are to be under the supervision of the trainer staff during their internship. The trainer staff is responsible for ensuring the continuance of the internship in accordance with a plan and the implementation of the plan.

DISCIPLINARY ACTION

Article 13. The intern students are to comply with the rules of the workplace and work safety. The internships of those students who act otherwise or are absent for consecutive 3 days without permission or absent during %10 of the total internship duration without any excuse are terminated and this is to be reported to the Internship and Training Application Council of University via Internship and Training Application Council of Faculty. The students reserve no legal rights in such conditions.

The provisions of the Regulations of High Education Student Discipline of Nevşehir Hacı Bektaş Veli University are valid during the internship.

The intern students are personally liable for the damages they caused in the workplace.

THE CASE OF ILLNESS AND ACCIDENT DURING INTERNSHIP

Article 14. The internships of the students who do not continue their internship due to health problems or accidents are terminated and this situation is reported to the Internship and Training Application Council of University by the workplace. The Internship and Training Application Council of University is responsible for reporting the condition of the student to his/her family.

The absent days, with an excuse, are added to the internship period; however, this duration cannot exceed half of the total duration.

INSPECTION OF INTERN STUDENTS

Article 15. The teaching staff commissioned by the Dean's Office can inspect the students in the workplaces where they do the internship.

Provided that the workplace is far away from Faculty geographically in a way that makes inspection hard or impossible, it may be possible to call for help from the teaching staff or other educational units and public institutions who are closer to the workplace.

THE EVALUATION OF THE INTERNSHIP AND SUCCESS IN THE INTERNSHIP

Article 16. The student who completes his/her internship submits his/her internship file to be evaluated and inspected to the Internship and Training Application Council of Faculty, at the latest in the following semester after the completion of the internship. Those students who fail to submit their files on time are deemed to have failed in the internship.

Internship and Training Application Council of Faculty evaluates the internship file by considering the employer's report and the report of inspecting teaching staff. If the Council regards it necessary, it may call the students for an interview or test the implementation of the student.

The suitability of the internship and its success is assessed by the Internship and Training Application Council of Faculty and later it is reported to the Internship and Training Application Council of University for approval.

The failed intern students or the students who discontinue their internship or those who have to discontinue their internship reserve two rights to complete their internship within the legal period of their education.

ENFORCEMENT

Article 17. This directive enters into force starting from the first class of 2014-2015 Academic Year.

EXECUTION

Article 18. The provisions of this directive are executed by the Dean's Office.