

NEVSEHIR HACI BEKTAS VELI UNIVERSITY
FACULTY OF ENGINEERING AND ARCHITECTURE
INTERNSHIP DIRECTIVE

FIRST PART

Purpose, Scope and Basis

Purpose

ARTICLE 1- The purpose of this Directive is to regulate the principles of planning, implementation and evaluation of the basic principles of internship work that Nevsehir Haci Bektas Veli University Faculty of Engineering and Architecture students are obliged to do during their education.

Scope

ARTICLE 2- This Directive covers the internship studies of the students in the departments of the Faculty of Engineering and Architecture of Nevsehir Haci Bektas Veli University.

Basis

ARTICLE 3- This Directive has been prepared on the basis of the 4th paragraph of the 14th article of the "Nevsehir Haci Bektas Veli University Associate and Undergraduate Education and Training Regulation" prepared based on the 14th article of the Higher Education Law numbered 2547.

SECOND PART

General Principles

Purpose of the Internship

ARTICLE 4- The purpose of the internship is to enable students to increase their practical knowledge and skills, to recognize the business areas related to the programs they study and to learn professional practices in the workplace, to gain experience by applying the knowledge and skills they have acquired through education and training.

Departmental Internship Committee

ARTICLE 5 - In each section; A Departmental Internship Committee is established to organize and carry out the internship studies of the students. This commission consists of at least three lecturers, one of which is appointed by the Department Head. Head of the Department Internship Committee; represents the department in the Faculty Internship Committee. The term of office of the commission members is three (3) years.

Duties of the Departmental Internship Committee

(a) Provided that it is not contrary to the provisions of this directive; Preparing an internship guide suitable for the department's own needs and making it available to students on the department web pages

(b) To carry out correspondence related to internship, to advise students on internship places; and the internship opportunities that reach the department; giving priority to applicants based

on their academic achievement and proximity to graduation; or by lot, to distribute. The suitability of the internship places found by the students and whether they meet the preconditions and also whether the internship start and end dates meet the internship durations defined by the department; to evaluate and approve.

(c) Preparing student internship files, keeping them until the end of the evaluation process, and then submitting them to the department secretary to be kept in the department archive.

(d) For "Work Accident and Occupational Disease Insurance" required to be taken out by the university within the framework of the SSI Law No. 5510; To keep one copy of the documents provided by the student in two original copies in the internship file. Students, second original copies, to be forwarded to the relevant unit of the university; It delivers to the Faculty Accrual Unit at least 10 (ten) business days before the internship start date.

(e) To carry out supervision and evaluation of internships.

(f) The Departmental Internship Committee; permission, report, assignment and so on. in case it cannot be collected for reasons; Departments are authorized to make all kinds of decisions regarding students' internships.

Faculty Internship Committee and Duties

ARTICLE 7 - The Faculty Internship Committee consists of a president appointed by the Dean and the heads of the department internship commission. The term of office of the members of the Faculty Internship Committee is 3 (three) 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 guidelines.

Documents Related to Internship

ARTICLE 8 - Students are obliged to prepare and follow up the following documents completely during their internship. Correspondence between institutions related to the insurance of students during the internship and the documents to be used in the internship application; It is organized and run by the Faculty Student Affairs.

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

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

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

d) Internship Book: Each student is obliged to submit a notebook about internship studies prepared in accordance with the formats determined by the internship commission to the Department Internship Committee. The student obtains the internship book template from the department web page.

e) "Unemployment Fund Contribution" Information Form Regarding Internship Fees:

It is a document regarding the contribution provided from the unemployment fund for the wages to be paid to students who are subjected to compulsory internship in higher education institutions and who do internship in private enterprises. This form must be approved by the student at the end of the internship at the company where the internship is made; and then submitted to the "Faculty Accrual Unit".

Starting the Internship

ARTICLE 9 - The student submits the "Internship Application Form and Contract Document" to the Department Internship Commission approved by the institution where he / she wants to do internship. Students whose applications are approved by the relevant Department Internship Committee can do internships.

Insurance

ARTICLE 10- In accordance with the article 5 / b of the "Social Insurance and General Health Insurance Law" numbered 5510; "Work Accident and Occupational Disease Insurance" must be provided to all students subject to compulsory internship and insurance premiums must be paid by the university. Students who will do internship must submit the required documents in full, in the specified time and manner. Internship dates determined for compulsory internship insurances; it cannot be changed in any way. If there is a change in the determined dates or the internship cannot be done; should be reported to the relevant Department Head. Insurance premiums will be covered by the university when the internship student wants to do an optional internship on the condition that he / she notifies the Department Head in advance.

Internship Places

ARTICLE 11 - Departments can make any kind of contact and initiative with the workplaces in order to facilitate the students to find the desired quality internship place; However, the responsibility of finding suitable internship places belongs entirely to the student. Students can do internships at national or international public or private enterprises deemed appropriate by the Departmental Internship Committee.

Before the student starts the internship in the company he / she finds, he / she has to get the consent of the Department Internship Committee. No student can do an internship in a business that he finds on his own initiative without the approval of the Departmental Internship Committee.

Students who want to do internship abroad can do their internship within the scope of LLP ERASMUS program, or they can do internship in businesses they find as a result of their own initiatives, provided that they receive the written approval of the Departmental Internship Committee.

After students start their internship, they cannot change their internship place without the knowledge and approval of the Departmental Internship Committee.

Strikes and lockouts in businesses; or in case of natural disasters such as earthquake, fire and flood; Students can continue their internships in other enterprises with the knowledge and approval of the Departmental Internship Committee.

THIRD PART

Internship Period and Attendance Requirement

Time and Duration of the Internship

ARTICLE 12 - Students can start their internships from the end of the fourth semester.

Provided that the internship period is not less than 30 working days, the number and duration of internships are determined by the relevant departments.

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.

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.

Internship is mainly done during periods when education is not actually taking place. However, students who are obliged to attend classes for 10 ECTS credits at most are excluded from this rule and can start their internship in any month.

Internship Attendance Requirement

ARTICLE 13 - Attendance is mandatory. Days that cannot be attended due to valid excuses must be compensated. If the intern student receives a rest report or a work accident report during the internship, within 2 days at the latest as of the date of receiving the report; The institution and the student must inform the "Faculty Student Affairs Office" by petition or fax.

CHAPTER FOUR

Internship Practice Principles

Practice Principles of Internship

ARTICLE 14 - Every student who attends the internship submits the Internship Evaluation Form to the officer of the unit in which they do their internship. This form is filled and approved by the authorized person (at least engineer / architect) at the end of the internship, and then sent to the relevant department in a sealed envelope with a company stamp / seal. Forms without institutional stamp and approval are not taken into account in the evaluation.

The work done during the internship is regularly recorded in the internship notebook by the student and the title of the authorized person (at least engineer / architect) at the internship place is specified and approved with the stamp and signature of the relevant person. Without signature, stamp, seal or dates; Internship notebooks with erasures, scrapings and improper corrections are not accepted.

Each student is obliged to submit the internship book within the following academic semester after the end of the internship, until the date determined by the internship commissions. Internships of students who submit their internship book after the announced date without a valid excuse will not be accepted.

Students cannot give information to others on matters that require confidentiality regarding production and service; cannot participate in trade union events.

During the internship, between the student and the private business; In accordance with the current legislation, a contract must be signed that includes the internship conditions, leave, the

duties and responsibilities of the parties, the wages to be paid and other matters deemed necessary. Nevsehir Haci Bektas Veli University cannot be taken as a party in disputes that may arise between business and students.

Students; During their internship, they must comply with the provisions of the "Higher Education Institutions Student Discipline Regulations" as well as the working principles of the institution where they are intern, working conditions, rules and legal regulations regarding discipline and job security.

FIFTH SECTION

Monitoring and Evaluation of Internship

Monitoring and Evaluation of Internship

ARTICLE 15 - Members of the Departmental Internship Committee can monitor the internship in accordance with its purpose and rules, or contact the business where the internship is carried out and get information about the student doing the internship.

By the Department Internship Committee; The internship done by the student is evaluated as successful / unsuccessful by examining the "Internship Evaluation Form", "Internship Notebook" and additional information and documents about the internship. In order for the student to be considered successful in the internship, it must first be successful according to the "Internship Evaluation Form" to be filled out by the enterprises. The commission may ask the student for an oral presentation of the internship work during the evaluation phase. Students who are not found sufficient in the evaluation must renew their internships. In some cases, only a part of the student's internship may be accepted by the Departmental Internship Committee.

All kinds of documents related to the internship are kept in the Faculty Student Affairs Office for a period of 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. Objections to internship results are made within 15 days from the announcement date. The appeal is evaluated by the Department Internship Committee.

To the students who did not do their internship, who could not complete it or whose internship was deemed unsuccessful; No document is given regarding undergraduate graduations. In order for these students to complete their education; Procedures are carried out according to the provisions of "Nevsehir Haci Bektas Veli University Associate and Undergraduate Education and Training Regulations".

SIXTH SECTION

Internship Exemption Request and Its Evaluation

Internship Exemption Request

ARTICLE 16- Students who come to the Faculty through vertical transfer; In order to request an exemption from the part that covers at most half of the internship, they 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 Board of Directors.

Transfer students can request exemption from some or all of their internships during their enrollment at the Higher Education Institution they came from. These students must apply to 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 Board of Directors.

Double major students; Internships in the second major program are evaluated by the relevant Departmental Internship Committee. Double major students who will request that their internship be counted in both branches must obtain the consent of the internship commissions of both departments regarding the suitability of the internship place before starting the internship. The conditions of being accepted in the second major for some or all of the internship in his / her major; It is decided upon the joint evaluation of the internship commissions of both departments. The Faculty Internship Committee is notified and the Faculty Dean is informed.

SECTION SEVEN

Force

ARTICLE 17 - This Directive takes effect on the date it is approved by the Senate of Nevsehir Haci Bektas Veli University.

ARTICLE 18 - This Directive is executed by the Dean of Nevsehir Haci Bektas Veli University Faculty of Engineering and Architecture.