

**NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY**  
**KOZAKLI VOCATIONAL HIGH SCHOOL DIRECTORATE**  
**INTERNSHIP INSTRUCTIONS**

**FIRST PART**

**Purpose, Scope, Basis and Definitions**

**Purpose and scope**

ARTICLE 1 - This Directive defines the procedures for planning, implementation, supervision and evaluation of the basic principles of internship studies to be carried out in the country in order to reinforce the theoretical and practical knowledge and experience gained during their education and to recognize the business life of the students within the scope of associate degree education. and regulates the principles.

**Basis**

ARTICLE 2 - This Directive has been prepared on the basis of the 13th article of the "Nevşehir University Associate and Undergraduate Education and Training Regulation", which entered into force after being published in the Official Gazette dated 18/07/2012 and numbered 28357 .

**Definitions**

ARTICLE 3 - In this Directive following expressions are used:

- a) University: Nevşehir Hacı Bektaş Veli University,
- b) School: Directorate of Kozaklı Vocational High School,
- c) Department: Physiotherapy Program, which is a mandatory internship application, and other departments of the Work and Occupational Therapy Program with compulsory / optional internship practice,
- d) Dean's Office: -,
- e) School Administrative Board: The Kozaklı Vocational School Administrative Board,
- f) Workplace: Places specified in article 6
- g) Internship Unit: Kozaklı Vocational High School Student Affairs Unit, which carries out the coordination of internship related activities,
- h) Internship Commission: The commission established in the department for the organization and coordination of internship-related activities,

- i) Head of Internship Committee: An instructor appointed by the head of the department,
- j) SGK: Social Security Institution.

## **SECOND PART**

### **Internship Commission and Duties**

#### Internship Commission

ARTICLE 4 - An internship commission is established to organize and carry out the internship studies of the students. The commission consists of a chairman and two members selected by the Department Head from among the department lecturers. Elected members serve for 3 years.

The planning, execution, supervision and evaluation are coordinated by the Internship Committee. The commission determines the principles (guides etc.) related to the internship and works in coordination with the Internship Unit.

## **THIRD PART**

### **Internship Application Principles**

#### Internship period, internship period and starting the internship

ARTICLE 5– Students can start their internship at the end of the second semester. Internship is mainly done during the summer months when education is not actually done. The petition of the student who wants to do their internship during the academic term is evaluated and decided by the Internship Committee.

Students have to do an internship for thirty (30) working days during the education process. The responsibility of finding suitable internship places belongs to the student, however, the Kozaklı Vocational School Directorate, Department Head and Internship commission can make the necessary contacts and initiatives with the workplaces to make it easier for students to find the desired quality internship place.

Students cannot change their internship place without the approval of the internship commission. In internship workplaces; strike or lockout practice, fire, bankruptcy, work accident; earthquake, flood, etc. In case of natural disasters or if the student is employed outside of the purpose of internship, he / she can complete the internship period in a new internship place with the approval of the Internship Committee. The Internship Commission is authorized for other excuses reported by the intern student regarding the change of internship place.

During the student internship, the provisions of the "Higher Education Institutions Student Discipline Regulations"; He must comply with the working principles, conditions, discipline and work safety rules and legal regulations of the workplace where he / she is intern. The university is not obliged to pay a fee for internship students. The financial relations between the students and the institution where they do their internship do not impose any obligations on the University.

The University pays the insurance premium for work accident and occupational disease during the internship period. In order to complete the insurance procedures, the student is obliged to submit all the necessary documents to the Internship Unit at least 10 working days before the start date of the internship.

#### Internship places

ARTICLE 6 - The internship places operating in the country in the sector determined according to the courses taken by the student and the characteristics of the education program are listed below:

- a) Factories (large, medium and small scale),
- b) Workshops (Large, medium and small scale),
- c) Public institutions / organizations and places operated by these institutions / organizations,
- d) Other places deemed appropriate by the Internship Committee.

#### Documentation about the internship

ARTICLE 7 - The following documents are used from the internship application phase until the end of the internship:

- a) Student Internship Application Form (ANNEX-1): It is the document filled out by the student, showing the place of internship and the approval of the Workplace Authority.
- b) Workplace Student Internship Evaluation Form (ANNEX-2): It is the document that evaluates the work done by the intern student during the internship according to the determined criteria and shows the student's success at the end. After the form is filled in by the Workplace Internship Officer, it is given to the student in a sealed envelope to be delivered to the School of Student Affairs or sent by the workplace via mail.
- c) Student Internship File (ANNEX 3): It consists of the documents that the student will prepare in accordance with the formats determined about the internship studies. In this file; There is a "Weekly Internship Report" (ANNEX – 3a) and a "Internship Attendance Chart" (ANNEX – 3b).
- d) Internship Committee Student Internship Evaluation Form (ANNEX 4): It is a document issued by the Internship Committee to evaluate the internship success of each student at the end of the internship period.
- e) Student Departure Form (ANNEX 5): It is the form that the workplace will arrange in case the internship student cannot complete his internship for any reason.

## SECTION FOUR

### Internship Procedures

Internship procedures, evaluation and exemption from internship

ARTICLE 8 - The student is responsible for monitoring the internship documents and submitting them to the Internship Committee. The internship of the student whose document (s) are missing is considered invalid.

"Student Internship File", "Workplace Student Internship Evaluation Form" and additional information and documents about the internship are examined by the commission and the internship status of the student is evaluated as successful / unsuccessful.

In order for the student to be considered successful in the internship, it must first be found successful according to the "Workplace Student Internship Evaluation Form" to be filled out by the institutions / organizations .

If the commission deems necessary, the student can have an interview / application regarding the internship. The commission may request that the internships suitable for presentation are presented by the students within the department. The student who fails the evaluation made by the internship commission repeats the internship provided that they are not in the same institution. Students who do not complete their internship cannot graduate.

The commission submits the evaluation results together with the internship documents to the Internship Unit and the success status obtained by evaluating the student internship is notified to the Dean's Office by the Department Head.

#### Internship application principles

ARTICLE 9 - "Internship Attendance Chart" is signed by the student daily at the workplace, "Weekly Internship Report" is prepared weekly, and "Internship Attendance Chart" and "Weekly Internship Report" are signed by the Workplace Internship Officer at the end of each week. The student is obliged to fill in the "Student Internship Evaluation Form" by the Workplace Internship Officer and deliver it to the Student Affairs Unit in a sealed envelope . Wet signature and workplace stamp of the Workplace Internship Officer are included in the approval. The student must submit the Student Internship File to the Internship Committee within the first week of the semester following the end of the internship .

ARTICLE 10 - The Internship Committee may apply to the Dean's Office to assign the required number of lecturers to ensure that the student is supervised at the internship site. Check; Visiting the student at the business where he / she is doing his internship, getting the opinion of the business managers, etc. It can be made in the form. The principles and scope of the inspection are notified in writing to the relevant lecturer / staff by the Internship Committee.

ARTICLE 11 - If the student receives a medical report during the internship, up to 10% of the internship period is considered as part of the internship. The student must apply to the internship commission with a petition to complete the missing internship period. The Internship Committee is authorized to decide in exceptional cases regarding the internship period.

ARTICLE 12 - In case the internship student cannot complete the internship for any reason, the Workplace Internship Officer prepares the "Student Departure Form" and submits it to the Dean's Office within three (3) days for insurance exit procedures . It is the student's responsibility to follow up the procedures regarding the "Student Departure Form". The student who does not give information to the Dean's Office despite leaving the internship place before the specified time is subject to the "Higher Education Institutions Student Disciplinary Regulations" .

#### Internship exemption request

ARTICLE 13 - The student who has been adapted to the department through vertical / horizontal transfer may apply for exemption for some or all of the internship he / she has completed during the period of enrollment at the higher education institution. The request can be accepted with the recommendation of the Departmental Internship Committee and the approval of the School Administrative Board. The student has to apply for internship exemption within 1 month from the date of enrollment in the school.

Students who have completed their internship at another higher education institution during their enrollment must submit their internship exemption requests to the Departmental Internship Committee within the first week of the fall term of the 2nd year (3rd semester) at the latest.

## **CHAPTER B**

### **Miscellaneous and Final Provisions**

#### Cases with no provisions

ARTICLE 14 - In cases where there is no provision in this Directive; The provisions of the "Nevşehir University Associate and Undergraduate Education and Training Regulation", which entered into force after being published in the Official Gazette dated 18/07/2012 and numbered 28357, are applied.

#### Force

ARTICLE 15 - This directive takes effect on the date it is accepted by the University Senate.

#### Executive

ARTICLE 16 - The provisions of this Directive are executed by the Vocational School Directorate on behalf of the Rector of Nevşehir Hacı Bektaş Veli University.