

T.R.
NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
FACULTY OF SCIENCE AND LITERATURE
DIRECTIVE for OPTIONAL INTERNSHIP

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this internship directive is to determine the common principles of the optional internship in order to enable the students of Nevşehir Hacı Bektaş Veli University Faculty of Science and Letters to put into practice the theoretical knowledge they have received in their departments and to develop their knowledge and skills related to their fields.

Scope

ARTICLE 2- (1) This directive is applied to students studying at Nevşehir Hacı Bektaş Veli University, Faculty of Science and Letters.

Basis

ARTICLE 3- (1) This directive has been prepared on the basis of Article 5 of the “Social Insurance and General Health Insurance Law” No. 5510, and Article 13 of the Vocational Education Law No. 3308 and Nevşehir Hacı Bektaş Veli University Associate Degree and Undergraduate Education Regulations.

Definitions

ARTICLE 4- (1) In this directive following expressions are used:

- a) Department: Departments of NEVÜ Faculty of Science and Letters,
- b) Department Chair: NEVÜ Faculty of Science and Letters Department Heads,
- c) Department Internship Officer: To carry out the internship procedures of the department students and to
- ç) Dean's Office: NEVÜ Faculty of Science and Letters Dean's Office,
- d) Faculty: NEVÜ Faculty of Science and Letters,
- e) Faculty Internship Supervisor: The Faculty Member who is in charge of carrying out the internship procedures of the NEVÜ Faculty of Science and Letters,
- f) The Instructor working in the department to assist the Internship Supervisor,
- g) Internship Directive: NEVÜ Faculty of Science and Letters optional internship directive
- ğ) Internship File: Internship file and all forms,
- h) Calendar: The internship calendar covering the internship periods.

SECOND PART

Optional Internship Definition, Duration, Locations and Attendance Requirement

Optional internship studies

ARTICLE 5- (1) It refers to the optional internships that students will do in accordance with the provisions of this internship directive in order to gain practical work experience, improve their application skills and adapt to business life.

ARTICLE 6- (1) Optional Internship; Students who have completed their 4th or 6th semester can do it. Practices related to a course shown in the curriculum and all kinds of seminars and practice studies conducted during the semester are not considered as internships.

Internship Period

ARTICLE 7- (1) Optional internships required by faculty students are at least 20 working days and at most 30 (thirty) working days. Optional internships are held after the end of the spring semester final exams. Every student who does an optional internship is covered by insurance against occupational diseases and workplace accidents in accordance with the relevant legislation, and the insurance is valid only on working days. Weekends or holidays are not covered by the insurance. Students complete their optional internship between 1 July - 31 August after the end of the spring semester final exams. They must do so by informing the Faculty Internship Commission.

(2) In order for the insurance against occupational diseases and workplace accidents to be valid and for the internship to be accepted, "The Internship Form" must be approved and submitted to the Faculty Internship Commission before going to the internship.

Internship places

ARTICLE 8- (1) Students can do optional internships in institutions and organizations that the Departmental Internship Committee deems appropriate. Internship places and job descriptions must be notified to the internship commission by the end of May and approved by the Department Head before starting the internship.

Obligation to continue internships

ARTICLE 9- (1) Students are required to attend at least 80% of their internship during their internship period.

THIRD PART

Internship Commission and Duties, Internship Documents, Management, Evaluation, Student Obligations and SSI premiums

Department Internship Commission

Article 10- (1) Internship studies of students are organized, carried out and supervised by the Department Internship Commission in accordance with the internship directive and the decisions of the Faculty Administrative Board. The Departmental Internship Committee is

determined by the Head of the Department to consist of faculty members and lecturers under the chairmanship of one of the Department's Faculty Members, not less than 3 members in total.

(2) The term of office of the chairman and members of the Department Internship Committee is 3 years.

(3) Decisions of the Department Internship Commission on internships are written and the files are submitted to the Department Chair for approval after they are signed by the members.

Duties of the Departmental Internship Commission

Article 11- (1) The duties of the Departmental Internship Committee are as follows:

(a) Within the periods of work and transactions determined in the internship calendar take the necessary measures to finalize it.

(b) Evaluating the internship requests of the students and deciding on their suitability,

(c) To review and evaluate the end-of-internship evaluation files.

Management of optional internship studies

Article 12- (1) The person who directly assigns a job and task to a student doing an internship at a workplace and supervises him is the internship coordinator of that student's workplace.

(2) The student has to do his optional internship within the framework of the Department Internship Committee and Faculty Administrative Board decisions, following this directive and the work program and principles determined by the internship coordinator at the workplace.

Internship file and documents

ARTICLE 13- (1) Every student who does an internship, documents the work he/she has done under the supervision and control of the internship coordinator during the optional internship studies, together with all necessary figures, photographs and other documents, as specified by the Department Internship Commission, and prepares them as an internship file and gets the internship coordinator approved. must submit it to the Department Internship Committee within the first two weeks of the academic semester following the late internship studies. Internship files submitted after this period will not be accepted.

(2) The workplace evaluation report and grade are sent to the Department Head in a sealed and signed envelope against signature.

Storage period of internship files and documents

Article 14- (1) Optional internship files and documents are kept for 2 (two) years from the date of processing.

Evaluation of internship studies

Article 15- (1) The optional internship files and documents submitted by the students are evaluated by the Departmental Internship Commission. The Departmental Internship Committee may invite students for an interview regarding internship studies when it deems necessary.

(2) Internship studies of students whose optional internship files and documents are deemed insufficient, who are not invited to the interview without a valid excuse, or who are found to be unsuccessful in the interview, may be completely or partially invalidated by the Faculty Administrative Board upon the recommendation of the Departmental Internship Committee and the proposal of the Department Chair.

Responsibility of the student doing the optional internship

Article 16- (1) The student has to go to the internship place approved by the Department Internship Committee. Optional internship application of the student who does not go to the internship place without an excuse accepted by the Department Internship Commission or does not prove his/her excuse will not be accepted in the next semester. The student cannot change the internship place without the approval of the Department Internship Committee.

The obligation of the student doing the optional internship

Article 17- (1) Every student who does an optional internship must comply with the working and safety rules, order and discipline of the workplace and

It is obliged to pay attention to all kinds of places, tools, materials, machinery, tools and equipment used on site. fulfill these obligations. Any responsibility arising from failure to do so is the student's responsibility. The student who does not fulfill the necessary obligations in these matters will also be dealt with following the Student Disciplinary Regulation of the Higher Education Institutions.

Identification of workplaces for optional internships

Article 18- (1) Students who will do internships first have to find their places. The internship commission can also guide students to find an internship place within the bounds of possibilities.

(2) Unemployment Fund Contribution Information Form Regarding Internship Fees: It is the document regarding the contribution to be provided from the unemployment fund of the wage to be paid to the students who are subject to a compulsory internship in higher education institutions and who do an internship in return for wages in special quality enterprises. The aforementioned form must be approved by the student at the end of the internship and submitted to the Faculty accrual unit.

Payment of SSI premiums

Article 19- (1) SSI premiums (Work Accident and Occupational Disease Insurance) of those who do their optional internship in line with the provisions of this directive are paid by the University within the scope of the current legislation. In order for SSI entries to be made and premiums to be paid on time, the internship petition and workplace acceptance documents must be submitted to the Faculty Secretariat at least 1 (one) month before the internship start date.

CHAPTER FOUR
MISCELLANEOUS AND FINAL PROVISIONS

Decision authority on matters not included in the implementation directive

Article 20- (1) Matters not included in this optional internship directive are resolved by the Faculty Administrative Board upon the proposal of the Departmental Internship Committee, with the proposal of the Department Chair.

Force

Article 21- (1) This Directive enters into force on the date it is approved by the Senate.

Executive

Article 22- (1) This Directive is executed by the Dean of the Faculty of Arts and Letters.

Senate Decision Accepting the Directive
DATE: 25.08.2021 Number: 2021.27.168.