

RAUF DENKTAS UNIVERSITY
"For International Employment"



UNDERGRADUATE INTERNSHIP REGULATION

No. 5

RAUF DENKTAŞ UNIVERSITY UNDERGRADUATE EDUCATION INTERNSHIP REGULATION

(The 'Internship Regulation' has been prepared in accordance with Articles 10 and 59 of the 'Rauf Denktaş University Establishment and Operation Bylaw')

The Rauf Denktaş University Senate adopted the following 'Principle' on the basis of the authority granted by the 'Rauf Denktaş University Establishment and Operations Regulation'

I. GENERAL PROVISIONS

- Short Name** 1. This set of rules shall be referred to as "**Rauf Denktaş University Internship Regulation**".
- Aim and Scope** 2. The purpose of the 'Internship' course is help students to get to know the professional field, to understand its relationships with other professional groups, to learn the legal and administrative aspects of the subject, to gain practical skills in design and planning, to understand the field of profession at the graduation stage to provide knowledge and experience in the design and application process and to gain experience in a subject in which the students desire to specialize.

II. INTERNSHIP TYPES, PLACE AND STUDIES

- Definition, Subject and Duration of Internship** 3 (1) Internships are applied studies in private and public institutions within the framework of the Regulation established on the basis of the characteristics and requirements of undergraduate education, which are intended to strengthen theoretical and practical knowledge acquired in the process of undergraduate education.
- (2) The type of program, periods, durations, "Internship Registration Form," "Internship Evaluation Form," etc., which will be used during the internship period, are organized by the Internship Commission of the relevant department.
- (3) The duration of internship is 30 days.
- (4) For the purpose of an internship, students must register for the first two years (four semesters) and meet participation requirements.
- (5) One week is deemed to be five working days. If a task is conducted on Saturdays, it will be considered as a working day. Students who do not have a course until 18.00 P.M. are also considered full time for the purpose of internship. (6) Internships are held on academic holidays. Internships on public holidays are not counted in the internship period. Nevertheless, students who have completed at least three working days per week (including Saturday) and who have finished their 8th semester or have successfully completed all of the courses in their programs can do an internship with their instructor. Students who attend summer school classes are not allowed to take summer school internships.
- (7) The rules in the 1st, 2nd, 3rd, 4th, 5th and 6th paragraphs of this article are valid for summer school education.
- (8) Students with incomplete internship due to official holidays and/or related department deductions attributed to the internship commission are required to do at least 10 working days (2 weeks) of internship.
- (9) Students must have completed their internship by the end of their graduation semester.
- Internship Types and Locations** 4 (1) The student is responsible for finding the place of internship. The Internship Committee shall decide whether or not the place of internship offered by the students is appropriate in accordance with the Regulation implemented in the relevant department
- (2) Internship quotas allocated to the relevant department by public and private institutions and organizations are announced by the Department Chair. The locations and positions subject to this article shall be distributed

by the corresponding Department Chair according to student applications.
(3) Internship can be done in laboratories, workshops and application centers of Higher Education Institutions.

Internship Studies

- 5 (1) Prior to the internship students should;
- (i) fill in the Internship Application Form ”
 - (ii) “Submit the SSI Form”
 - (iii) “Submit the Internship Schedule”
- These documents have to be approved by the relevant units and a photocopy of the identity card must be submitted to the department.
- (2) The trainee shall record his / her internship in the Internship Book in accordance with the provisions set out in this 'Principle'. Each page of the internship book is approved by an internship officer.
- (3) Internships may be carried out abroad. (4) The internship documents shall be prepared in Turkish. However, the relevant sections may also be drafted in English if deemed appropriate by the Internship Commission. When necessary, the student is responsible for providing notarized translations of these documents.
- (5) Each Internship shall be prepared in a separate ‘Internship Book’.
- (6) The following items should be included in the ‘Student Internship Registration Form’ by the internship supervisor:
- (i) the tasks,
 - (ii) Attendance,
 - (iii) Professional Capacity,
 - (iv) Professional discipline,
 - (v) Skillfulness at work,
 - (vi) Willingness to learn,
 - (vii) Relations with other employees
 - (viii) Ability to take responsibility and take initiative,
 - (ix) Success in the internship and contribution to the workplace,
 - (x) The status of the student during the internship process will be evaluated by the internship officer and any problems will be identified.

III. QUALITY OF THE INTERNSHIP, CERTIFICATION, EVALUATION

Internship and Certification

- 6 (1) During the internship, it is important for the student to work in tasks that will contribute to the acquisition of professional experience. Simply entering data, keeping track of the tasks and filing documents shall not be considered as internship. (2) In view of the fact that ‘internship’ is part of the training, the person responsible for the internship will assume the obligation to increase the knowledge and experience of the student in practice. Therefore, the subject of the work should be clearly stated by the responsible person in the internship application form. The intern should explain at least half a page of his / her work for each working day in the internship book. The weekly assessment of the supervisor, the information related to the work place where the internship is being conducted and the document indicating the student's success in the internship tasks should be included in the internship book.

Evaluation of Internship

- 7 (1) The relevant Department Board elects a ‘Department Internship Committee’ consisting of three faculty members for a two-year term and appoints the Chairperson and Vice-Chair of the Commission. Members whose term has expired may be re-elected. The secretarial work of the Internship Committee shall be carried out by the Internship Commission. (2) The members of the Internship Committee shall, in no later than one month, review, accept, request correction or reject the internship documents submitted to them by the relevant Department Chair within the framework of this

'Principle'. Accepted internships shall be announced in writing to the Department Chair by the Commission Chairperson and to the Registrar's Office by the Department Chair. (3) The Student who has been requested to make corrections must make those corrections in a timeframe not exceeding one month, otherwise the internship shall be considered rejected. At the end of this period, the Department Chair will be notified of the acceptance/rejection of the internship in writing.

(4) The 'Faculty Administrative Board' is responsible for the evaluation of the internship documents as well as granting exemptions from internship.

(5) Internship documents are evaluated by the Internship Committee within the following framework;

(ii) the student's success in the work performed;

(iii) Skill level in describing the work performed,

(iv) Students' level of understanding of the problems in professional practice.

IV. STORAGE OF INTERNSHIP DOCUMENTS, VARIOUS AND FINAL PROVISIONS

Storing Internship Documents	8	(1) The accepted 'internship books' shall be kept for a period of two years, starting from the date of acceptance, at a place determined by the relevant Department. Internship books whose storage period has expired shall be disposed of in a manner deemed appropriate by the Department Chair. (2) Internship related student objections shall not be held if they are made more than two years after the date of acceptance of internship.
Other Provisions	9	(1) A student who has an internship obligation can not graduate unless he has completed his internship. (2) The Disciplinary Regulations of Higher Education Institutions are also valid during internships. (3) The university is not responsible for the damages caused by the interns to the institutions in which they are carrying out their internship.
Execution Authority	10	The provisions of this 'Principle' are executed by the Rector of Rauf Denktaş University.
Coming into Force	11	These Regulation shall enter into force on the date of approval of the Senate of Rauf Denktaş University.
Attachments		(1) Internship Application Form (Annex 1), (2) Internship Evaluation Form (Annex 2), (3) Faculty Internship Letter (Annex 3), (4) SGK (Compulsory Internship) Form (Annex 4)