**FENERBAHCE UNIVERSITY**

**FACULTY OF ENGINEERING**

**INTERNSHIP DIRECTIVE**

**CHAPTER ONE**

**Purpose and Scope, Basis and Definitions**

**Purpose and Scope**

**Article 1-** (1) The purpose of this Directive; To determine the procedures and principles regarding internships of undergraduate programs in Fenerbahçe University Faculty of Engineering.

**Underlying**

**Article 2-** (1) This directive has been prepared on the basis of Article 21 of Fenerbahçe University Associate Degree and Undergraduate Education Regulation.

**Definitions**

**Article 3-** (1) In this directive; corresponding definitions are as follows:

1. University: Fenerbahçe University,
2. Rectorate: The Rectorate of Fenerbahçe University,
3. Senate: Fenerbahçe University Senate
4. Department: Faculty of Engineering Department,
5. Institution: The institution where the student does the internship,
6. Workplace: The workplace where the student does the internship,
7. Internship Commission: Faculty of Engineering Department Internship Commissions
8. Chairman of the Internship Commission: The heads of the Department Internship Commissions of the Faculty of Engineering.

**CHAPTER TWO**

**Foundations and Principles**

**Definition**

**Article 4-** (1) Internships aim to experience the theoretical and practical skills and competencies acquired during undergraduate education for professional life.

**Internship Commission**

**Article 5-** (1) Internship commissions consisting of three people, one of whom is the chairman of the commission, are established in each department of the faculty in order to carry out internship procedures. The Internship Commission is formed from among the faculty members of the relevant department. Members of the commission are appointed for a term of 3 years.

(2) The Internship Commission performs the duties of making preparations for internship studies, approving institutions and workplaces for internship, and evaluating internship documents.

**Internship Seminars**

**Article 6-** (1) At the beginning of each academic year, the departments organize an internship seminar to inform students about the internship procedures and stages.

(2) Students studying in the 3rd semester and above can participate in the internship seminar.

(3) If requested by the majority of the students, the internship seminar can be repeated.

**Internship Duration and Conditions**

**Article 7-** (1) Internship periods, periods and types may vary according to the departments and the details are explained in the "Internship Application Principles" of each department.

(2) A student who does not fulfill the internship obligations cannot graduate from the undergraduate program.

(3) The calendar for internship procedures is announced by the Department Chairs within the relevant academic year.

(4) It is obligatory to do the internship between the dates specified in the internship form.

(5) Requests for changes in the duration of the internship should be notified to the Internship Commission, evaluated and decided.

(6) Students who take courses in the summer term can do their internship under conditions that the integrity of the internship is not harmed. The evaluation of the suitability of this situation is carried out by the Internship Commission. The days taken in the summer semester are not counted as internship days.

(7) In internships, the week is counted as 5 (five) working days. This situation is stated by the student in the internship documents for workplaces that work on Saturday.

(8) The duration of the internship cannot be divided, it must be completed at once.

(9) Absenteeism cannot be made during the internship. The internship of the student who is absent for more than 10% of the internship period is deemed invalid. Leaves taken for health or other reasons during the internship are not counted as internship days. Days that cannot be attended must be added to the internship.

(10) The student must comply with the rules and laws regarding the working principles, work discipline and occupational safety of the institution where he/she is doing internship.

(11) Internship activities and documents must be original.

(12) The Internship Commission may check the workplaces where internship is carried out and get detailed information about the internship.

(13) It is the student's responsibility to find the institution or workplace where the internship will be held.

(14) Each of the internships must be done in different workplaces/institutions. However, depending on the size and field of activity of the enterprise, the Internship Commission may allow internship in the same workplace/institution.

(15) During the internship, insurance procedures will be carried out by the University. Documents related to insurance transactions must be submitted to the University by the student on the announced date.

(16) Internships can be done abroad. The pre-approval of the Internship Commission is required for the eligibility of the institution. For internships abroad, the conditions of internship to be held in the country are also valid. If there is an internship place abroad, document approvals can be obtained from the Turkish representative office. The address of the workplace where the internship will be done should be clearly stated in the internship form. For workplaces that do not have domestic representation, a stamped and signed scanned version of the Internship Workplace Approval Form must be submitted to the Internship Commission. If the internship notebooks are written in the language of the country where the internship place is located, they are delivered together with the translation prepared by a sworn translator and translator. Insurance payments for internships abroad are not covered by the university.

**Internship Application**

**Article 8-** (1) Upon request, the student is given an Internship Application Form containing the type of internship and the number of days.

(2) The student approves the Internship Workplace Approval Form and submits it to the Department Chair.

(3) The suitability of the relevant institution is evaluated and announced by the Internship Commission.

(4) The student who is approved to start the internship can print the internship report template document given by the University by reproducing as many pages as necessary, and can write the internship report in handwriting or print the internship report after writing it on the computer.

(5) The insurance procedures of the student are carried out in a way that covers the specified dates of the internship with the receipt of the documents.

**Preparation of Internship Documents**

**Article 9-**(1) The internship report is prepared with at least one page for each day, and the stamp of the institution and the signature of the institution official are taken at the bottom of each page.

(2) Internship evaluation form obtained from the internship institution and signed and stamped by the authorized person; It is delivered by hand in a closed envelope, signed and stamped from the place where the envelope is closed, or sent electronically to the corporate e-mail address of the Internship Commission by the workplace (company) official. The internship report is delivered to the Internship Commission by hand by the student.

**Internship Exemption**

**Article 10-** (1) A student who is enrolled in the faculty through horizontal transfer or vertical transfer can request internship exemption.

(2) A student who will request internship exemption can apply to the Dean's Office with a petition within the first ten days from the day of enrollment in the Faculty, together with the documents of the internships they have done during their education.

(3) The petition is evaluated and decided by the Department Head and the Internship Commission and notified to the Dean's Office.

(4) For students who continue their double major program, the status of their internship in the second major program is evaluated and decided by the relevant Department Chairs and reported to the Dean's Office. If deemed necessary, compulsory internship may be obligatory.

**Success Conditions**

**Article 11-** (1) Internship documents are evaluated as Successful, Unsuccessful or Correction by the Internship Commission. The deficiencies in the internship documents for which correction is requested are completed within the date specified by the relevant department and submitted to the Internship Commission. Files that are not completed on time are considered Failed.

(2) Internships that are found unethical by the Internship Commission will not be evaluated.

(3) The results of the internship are forwarded to the Department Head and the Dean's Office by the Internship Commission.

**CHAPTER THREE**

**Terms and Enforcement**

**Cases where there is no provision**

**Article 12-** (1) In cases where there is no provision in this Directive, the provisions of Fenerbahçe University Associate Degree and Undergraduate Education and Training Regulation and other legislation are applied.

**Enforcement and Execution**

**Article 13-** (1) This Directive enters into force with the decision of the University Senate and this directive is executed by the Rector of Fenerbahçe University.