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## **TED UNIVERSITY INTERNSHIP REGULATIONS FOR UNDERGRADUATE STUDENTS**

### **Objective**

**ARTICLE 1-** (1) These regulations aim to regulate the principles regarding the compulsory internship programs of the students enrolled in the undergraduate programs of TED University along with the FRAMEWORK REGULATIONS FOR APPLIED EDUCATION IN HIGHER EDUCATION

### **Scope**

**ARTICLE 2-** (1) This document comprises the duration, terms of application and other provisions concerning the compulsory internship programs for TED University undergraduate students.

### **The Aim and Scope of the Internship Programs**

**ARTICLE 3-** (1) General purpose of the compulsory internship program for TED University students is to create an opportunity for students to gain professional experience in their fields by using the theoretical knowledge they have acquired through courses in practical business life.


(2) The aim, scope and success criteria of the internship programs are to be defined by the respective departments and the “Department Internship Guide” is to be announced on the website of the department.

### **Career Center and Job Definition**

**ARTICLE 4-** (1) The coordination of the compulsory and voluntary internship programs is facilitated by the Career Center. The job definition for the Career Center staff is as follows:

- a) To work in coordination with the department internship coordinators in all stages of the internship program.
- b) To keep record of the internship quotas of the institution and share this information with the respective departments.
- c) To create procedures for students who wish to benefit from internship quotas of the institution.
- d) To provide the students with the compulsory internship documents.
- e) To archive the acceptance documents of the companies obtained by students and to keep record of the companies and the durations of the internship program.
- f) To deliver the internship evaluation form in a sealed envelope to students who have submitted internship acceptance documents.
- g) To inform the TEDU Department of Financial Affairs about the institution and the dates of

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internship for each student in order to have them arrange related work accident and industrial disease insurances.


- h) To deliver the internship evaluation forms to the internship coordinators of departments which are received from institutions starting as of summer months until the end of October.

### **Duration and the Period of the Internship Program**

**ARTICLE 5-** (1) It is essential that the internship programs must be held during semester or summer breaks. However, internships or voluntary internships, the scope of which is determined by the courses/applications during the semester, such as the Faculty of Education, can also be done during the semester. In cases where the internships are not held during the semester or in the months that coincide with the summer vacation, education and training activities continue with the internship, provided that the framework regulations are followed; the internship program cannot interfere with the student's classes or exams. Students on internship program during the summer school term can take courses from the summer school in a way not to overlap with their internship program by the decision of the faculty administrative board.

(2) The duration of internship programs per faculties are stated below:

- a) Sundays are not considered as working days.
- b) For all departments of Engineering Faculties, except for the Software Engineering, the duration of the internship program is a minimum of 40 working days in total, being minimum 20 days during each summer holiday of the second and third years. For the Software Engineering department, this period is 20 working days after the second year. The Joint Education (co-op) work to be carried out after the third year of the Software Engineering is out of the scope of these regulations and its principles are to be determined by the relevant regulations.
- c) "Candidate Engineering" practices which are recognized and approved in advance by the relevant department of the Faculty of Engineering, can be evaluated by the relevant department within the scope of internship. These practices are subject to the following conditions:
  - i. The framework regulations and the provisions stated in this document are binding and the abovementioned practices must be conducted within the scope of these provisions.
  - ii. Before the candidate starts engineering work, it is required to receive the approval of the relevant department in order for this work to be evaluated within the scope of internship.
  - iii. The minimum internship period cannot be fulfilled by combining multiple candidate engineering practices. Only the candidate engineering practice completed in one workplace and at a time is taken into consideration in this regard. Provided that the

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duration of this practice is less than the period specified in the relevant regulations, it is not considered as internship.

- iv. An ongoing candidate engineering practice or a practice which will start in the semester that the internship course has been enrolled cannot be counted towards the internship period. All the requirements must be fulfilled prior to the internship in order to enroll for the internship course.
- d) Internship period for all departments of the Faculty of Architecture is at least 60 working days in total, with at least 30 working days during the summer holidays following the second and third grades.
- e) Internship period for all departments of the Faculty of Economics and Administrative Sciences, valid for students enrolled in the university as of the Academic Year 2017/2018, is at least 20 working days in the summer or semester breaks following the second and third grade, with a total of at least 40 working days.
- f) The duration and application principles of the compulsory internships in the Faculty of Education are implemented according to the "*Directive on the Teaching Practice to be followed by the Practice Students in the Educational Institutions affiliated to the Ministry of National Education*" and other relevant legal regulations. A minimum and maximum period is not sought in voluntary internships as the duration may differ depending on the institution and job description.

### **Internship Venue**

**ARTICLE 6-** (1) The qualifications sought in the national or international institutions where the internship will take place are to be announced by the departments.

(2) Internship can be performed within the scope of student internship mobility of international exchange programs such as ERASMUS+.

(3) Students can also perform internship abroad, outside the ERASMUS+ program, under their own responsibility (insurance, contract, protocol, etc.)


(4) In order for the internship to be considered valid, the establishment and the internship content must be approved by the department internship coordinator before the onset of the internship.

(5) Universities cannot be internship venues except for the research centers affiliated to the university rectorates and TECHNOCITY companies within universities.

### **Assessment of Summer Practice Reports**

**ARTICLE 7-** (1) Students register for the internship course in the academic semester following the semester break or summer vacation in which they have performed internship.

(2) Internship reports are to be submitted to the relevant department in accordance with the

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requirements (such as preparing a single report for two summer practices) and methods announced by the departments until the last day of the add/drop period announced in the academic calendar.

(3) Assessment criteria of internship reports and related changes are to be announced by the departments in the previous semester at the latest.

### **Adjustment of Internship Courses**

**ARTICLE 8-** (1) The past internship practices of the students who are admitted via transfer or who are required to perform compulsory internship as being enrolled in a double major program in the university can be counted towards internship courses, provided that they document it, upon approval of the relevant faculty administrative board with the opinion of the head of department following the evaluation of the relevant department internship coordinator.


### **Internship Application**

**ARTICLE 9-** (1) The establishments where the internship will be performed are to be determined by the student's own effort or by the internship quotas of the institution.

- a) In case the internship venue is determined by the student's own efforts, the student must obtain the letter stating that they are obliged to perform the compulsory internship from the Career Center or from the department website; checks whether the establishment fulfills the criteria of the department and, when necessary, seeks the approval of the internship coordinator of the department. Provided that the institution meets the required criteria and/or the department internship coordinator approves it, the student must obtain an acceptance letter from the establishment including the dates and period of the internship. Upon receiving the approval of the department coordinator, the student must submit the letter to the Career Center at least one week prior to the onset of the internship.
- b) Students who want to benefit from the internship quotas of the institution must apply for these quotas allocated for TEDU students announced by the Career Center. Those whose applications are accepted are entitled to perform internship at the announced establishment. Those whose applications are not accepted must find their internship venue with their own efforts.

(2) The procedures to be followed after the internship venue is determined is as below:

- a) Before starting internship, the student must obtain the sealed envelope containing the internship evaluation form from the Career Center or from the department web page and submits it to the internship advisor at the establishment on the first day of the internship.

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b) At the end of the internship, the internship advisor of the institution must fill in the interns evaluation form and deliver the internship reports to the department internship unit by post or hand in a sealed envelope until the deadline. It is the student's responsibility to ensure that this form reaches the relevant TEDU internship coordinators.

(3) In case the internship establishment will employ the student under social insurance, this must be clearly stated in the acceptance letter. Otherwise, in case the establishment does not offer social security to the student, compulsory internship insurance is to be taken out by the TEDU Financial Affairs on behalf of the student.

### **Allocation Process of the Internship Quotas of the Institution**

**ARTICLE 10-** (1) The Career Center determines the internship possibilities by contacting industrial organizations, enterprises, NGO's and public institutions with which TEDU has an institutional collaboration agreement. The Center receives the approval of the respective internship coordinators concerning the relevancy of the program.

(2) The institutional internship opportunities approved by the department internship coordinators are announced either via internet or by e-mail by the Career Center, once the quotas are determined. These announcements include the details of the institutions, duties and responsibilities and evaluation criteria (CV, grade point average, interview, etc.), application dates and all other relevant information.

(3) The applications are evaluated on the date and in line with the criteria as previously declared by the Career Center and/or the department internship coordinators and the selected students are announced.


### **Learning the Life Internship**

**ARTICLE 11-** (1) The students who must follow an obligatory internship program or those who are registered to undergraduate programs which do not require obligatory internship can attend voluntary internship programs.

(2) The students who attend an additional/voluntary internship program must receive an acceptance letter from the institution where they will perform the program to be submitted to the Career Center.

(3) The internship insurance of the students who will perform additional/voluntary internship is to be arranged by TEDU.

(4) The students who attend an additional/voluntary internship program are not required to submit an internship evaluation form.

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### **Enforcement**

**ARTICLE 12-** (1) These regulations are effective upon approval by the 50<sup>th</sup> session of the Board of Trustees on 18.04.2017, after being accepted by the University Senate on its session dated 13.04.2017, No. 2017/04.

### **Execution**

**ARTICLE 13-** (1) These regulations are to be executed by the Rector of TED University.

<b>SENATE MEETINGS THAT REGULATIONS OR AMENDMENTS ARE ACCEPTED</b>		
<b>DATE</b>	<b>DECREE NO.</b>	<b>EXPLANATION</b>
30.04.2014	2014-06	Rev_0 Internship Regulations
13.04.2017	2017-04	Rev_1 Amendments
05.09.2019	2019-09	Rev_2 Article 5 - Clause 1
23.06.2022	2022-13	Rev_3 Amendments

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