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GENERAL PRINCIPLES

ARTICLE 1: Purpose and Scope

The purpose of this directive is to determine the principles and procedures related to internship activities, which are mandatory components of the educational program, conducted with the aim of enabling undergraduate students studying at the departments within the Faculty of Architecture at Gebze Technical University to reinforce the theoretical and practical knowledge and skills they have acquired in theoretical and applied courses within the framework of the "Gebze Technical University Undergraduate Education and Teaching Regulations". The directive aims to enable students to strengthen their knowledge and skills in real design, construction, management, and production processes, to guide them towards postgraduate education and specialization areas based on the unique situations that arise during these processes. Within this context, it covers the fundamental principles related to the planning, implementation, evaluation, and supervision of internships to be carried out by students of the Faculty of Architecture at Gebze Technical University in domestic and international institutions and organizations.

ARTICLE 2: Basis

This Directive has been prepared based on the Gebze Technical University Undergraduate Education and Teaching Regulations, relevant articles of Law No. 2547, Law No. 5510, Law No. 6111, and GTU Erasmus+ Student and Staff Exchange Directive."


ARTICLE 3: Definitions

For the purposes of this Directive, the following terms shall mean:

- a) Dean's Office: Referring to the Faculty of Architecture at Gebze Technical University,
- b) Department: Referring to the departments within the Faculty of Architecture at Gebze Technical University,
- c) Mandatory Internship: Referring to the internships that undergraduate students at the departments within the Faculty of Architecture at Gebze Technical University are obliged to complete, as stated in the academic curriculum,
- d) Optional Internship: Referring to internships other than the ones stated in the academic curriculum that undergraduate students at the departments within the Faculty of Architecture at Gebze Technical University are obliged to complete,
- e) Institution: Referring to the institution where the student will/will have completed the internship,
- f) Student: Referring to the undergraduate student enrolled in the departments within the Faculty of Architecture at Gebze Technical University,
- g) Internship Committee: Referring to the Internship Committees of the departments within the Faculty of Architecture at Gebze Technical University,
- h) Intern: Referring to the undergraduate student undertaking an internship at the departments within the Faculty of Architecture at Gebze Technical University.

ARTICLE 4: Areas Where Internships Can Be Done

The areas where internships can be conducted domestically and/or internationally are defined according to sections Article 4a and Article 4b.

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ARTICLE 4a: Areas Where Internships Can Be Conducted for the Architecture Department

The areas where internships for the Architecture Department can be conducted domestically and/or internationally are listed below:

- *Architectural Firms:* Architectural firms are primarily businesses where the planning (design) of buildings is carried out. These establishments mainly undertake designs ranging from 1/500 scale to full-scale (1/1), and additionally coordinate or manage various disciplines related to building design (design management). Fundamental tasks in these businesses include project management, feasibility studies, tender processes, contract management, and construction supervision related to the management of projects.
- *Project Management Firms (and/or Supervision Organizations):* The primary function of project management firms in practical work contexts involves planning and controlling all activities in the building production process on behalf of the property owner (project owner). In other words, these firms are responsible for executing, carrying out, and managing building production on behalf of the property owner. These firms essentially define the tasks to be performed by all units (businesses) involved in building production, negotiate contracts on behalf of the property owner, and oversee the activities of these units according to the contracts.
- *Construction Inspection Firms:* Construction inspection firms are responsible for monitoring compliance with standards in construction activities and materials used, as well as overseeing geotechnical reports and checking implementation projects.
- *The Central Organization of Construction Companies:* The concept of the central organization of construction companies defines all functional units, generally referred to as headquarters, excluding the construction site units of firms engaged in construction work. Within these central organizations, construction companies carry out various tasks such as preparing bids, participating in tenders, monitoring and overseeing construction sites, managing machinery and equipment, procuring materials, cost control, final calculations, and similar activities. Architects can directly be involved in carrying out these tasks.
- *Construction Company Sites:* Construction company sites are organizational units directly responsible for carrying out building production activities, separate from the central organization of construction firms. There are numerous tasks performed by architects related to production activities on construction sites. These primarily involve the execution and control of applications, quality control, progress payments, quantity surveying, final calculations, temporary and final acceptance, procurement, resource planning, and similar tasks.
- *Public Institutions:* Architecture activities can be carried out in relevant departments of local government municipalities, directorates general under ministries, and/or other public institutions (for example, various directorates under ministries).
- *Workshops, Summer Schools:* Workshops, summer schools, and other professional activities organized by various institutions, archaeological excavation sites, historical preservation areas, and historical structures provide opportunities for architectural documentation, surface/area research, Development Ministry, TÜBİTAK (The Scientific and Technological Research Council of Turkey), Institutional Research Projects, and revolving fund projects. (Acceptance or rejection of internship placements in the areas defined under this title is subject to the discretion of the Internship Committee).
- Students can also pursue internships abroad through their own initiatives or via programs such as ERASMUS. In the case of internships carried out through the ERASMUS program,

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the GTÜ ERASMUS+ Student and Staff Exchange Directive will be applied.

ARTICLE 4b: Areas Where Internships Can Be Conducted for the Department of Urban and Regional Planning


The areas where internships for the Department of Urban and Regional Planning can be conducted domestically and/or internationally are listed below:

- *Public Institutions:* These are organizations within the central and local government structures that directly engage in planning within the framework of relevant laws, possessing specific responsibilities and authorities in planning.
- *Planning Offices:* These are private or corporate entities holding the Chamber of City Planners office registration certificate, where research reports, field studies, analyses, and various planning activities at different scales related to urban and regional planning are conducted by urban planners.
- *Other Research-Planning Organizations:* These encompass academic activities such as research projects conducted within GTÜ or other universities, national and international workshop activities, implementation projects carried out within revolving funds and technoparks, Scientific Research Projects (BAP), TÜBİTAK Projects, R&D projects in institutional research establishments, research studies conducted by non-governmental organizations and professional chambers. (Acceptance or rejection of internship placements in the areas defined under this title is subject to the discretion of the Internship Committee).
- Students can also undertake internships abroad through their own initiatives or through programs such as ERASMUS. For internships conducted through the ERASMUS program, the GTÜ ERASMUS+ Student and Staff Exchange Directive will be applied.

ARTICLE 5: Establishment and Duties of the Internship Committee

An Internship Committee is formed in each department to oversee the internship affairs of students. The Internship Committee consists of at least three academic staff members, including one chairperson (faculty member or instructor), appointed for a term of three years by the Department Council upon the recommendation of the Department Chair. Members may be re-elected for a second term. In the event of a member leaving before the end of their term, another member is selected to complete the remaining tenure. The duties of the Internship Committee are outlined as follows:

- a) Announcing internship positions allocated by various institutions, evaluating applications, and distributing students to these positions,
- b) Assessing students' internship applications, determining the suitability of internship positions, and finding solutions to issues related to internships,
- c) Reviewing internship reports and documents submitted by interns, making decisions on the acceptance or rejection of internships, informing the Department Chairmanship to announce the results in lists to students, and recording them in the Department's records,
- d) Organizing two internship seminars annually to inform students,
- e) Announcing the decisions of the Internship Committee on the Department's website,
- f) Conducting on-site inspections of students' internships and subjecting them to oral examinations, if necessary,
- g) Making decisions on matters not covered in this directive or requiring clarification.

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ARTICLE 6: Duration of Internship and Distribution of Internship Period to Areas of Internship

The duration of the internship and its distribution to areas where internships can be conducted are defined according to sections Article 6a and Article 6b specific to each department.

ARTICLE 6a: Duration of Internship and Distribution of Internship Periods for the Department of Architecture

The total duration of internship in areas where internships can be conducted (mentioned in Article 4a) is a minimum of 45 working days. The 45-day internship period will be carried out in two stages: office (studio) and site internship. It's left to the student's choice to decide which of these stages to undertake first. The office internship, one of these stages, will last for a minimum of 20 working days. The office internship involves design activities specifically related to building design and will be conducted solely in units of the areas and/or organizations defined in Article 4a, related to building design. The site internship, lasting a minimum of 25 working days, will exclusively involve activities at construction company sites.

Students have the option to exceed the minimum required duration (20 days for office and 25 days for site internship) for their mandatory internships. The excess duration will be considered as optional internship.

Moreover, students can undertake optional internships, aside from mandatory ones, approved by the Department Internship Committee, as long as it does not disrupt the regular academic program.

The responsibility for finding an internship placement lies with the student.

ARTICLE 6b: Duration of Internship in the Department of Urban and Regional Planning and Distribution of this Duration to Areas Where Internship Can Be Conducted.

In the areas where internship can be conducted (mentioned in Article 4b), the total duration of internship, including both theoretical and practical work, is a minimum of 50 working days. This period includes a mandatory 25-day internship in a public institution. The remaining mandatory 25 days can be completed in a public institution, planning office, or other research and planning organizations. The sequence in which these two stages are completed is left to the choice of the student.

Compulsory internship is conducted following the successful completion of the 4th semester project in the education program. Students may choose to extend their compulsory internships beyond the specified minimum duration. The additional portion is considered as optional internship.

Additionally, students may, with the approval of the Department Internship Committee in a manner that does not disrupt the regular academic program, undertake optional internships at any stage of their undergraduate education. Optional internships do not substitute for compulsory internships.

The responsibility for finding an internship placement lies with the student.

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ARTICLE 7: Periods in Which Internship Can Be Conducted

The periods in which internship can be conducted, except for special cases approved by the Faculty Board, are outside of the academic and exam periods and can commence from the summer break following the 4th semester. The earliest starting date for internship activities is after the final exam, and the latest ending date is the beginning of the subsequent academic year. Work conducted on official holidays is not considered part of the internship duration.

Students taking courses in summer school cannot intern during this period. Students with only one course or only a graduation project remaining can undertake an internship outside the exam period. Students who have completed at least 2 free full working days per week (with no classes before 18:00) and have completed their 6th semester or succeeded in all their courses can undertake an internship concurrently with their academic studies.


ARTICLE 8: Determination and Acceptance of Internship Placements

The place where the internship will be conducted must be deemed suitable and approved by the Internship Committee. For this purpose, the student has the "Internship Place Approval Form" announced on the Department's website signed by the institution where they want to do the internship; applies to the Internship Committee before the last Friday of April of the current year with the stamped/approved document containing date information, the name of the internship, and the registration number of the approving authority (for office internship, it should be an architect; for site internship, it should be an architect or civil engineer; for public institutions, planning offices, and other research-planning organizations, it should be an urban planner). The student's application is examined by the Internship Committee, and if necessary, detailed information about the internship site is requested to make a decision on whether the internship can be carried out in that institution. The approved "Internship Place Approval Form" is signed by the members of the Internship Committee.

With the knowledge and approval of the Internship Committee, internships can also be conducted abroad. In this case, it is mandatory to submit internship reports prepared both in the foreign language and translated into Turkish by sworn translation offices to the Internship Committee. Insurance is compulsory for internships conducted domestically or abroad. For students whose internship applications within the country are accepted, insurance procedures are carried out within the scope of Law No. 5510, "Social Insurance and General Health Insurance Law." For international internships, all responsibilities, including insurance expenses, are the responsibility of the student.

ARTICLE 9: Evaluation of the Internship

The student prepares the internship report in Turkish, or in English for internships abroad, according to the principles determined by the Departments regarding the work performed during the internship. Students submit the internship report and the 'Internship Evaluation Form,' which will be handed to them in a sealed envelope, to the Department Secretary at the latest by the end of the second week of the academic semester following the internship. Each page of the internship report must be signed, stamped, and delivered with the written registration numbers of the authorized personnel in the organization (for office internship, it should be an architect; for site internship, it should be an

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architect or civil engineer; for public institutions, planning offices, and other research-planning organizations, it should be an urban planner). For the internship files to be considered for evaluation; it is necessary for the internship place to have been previously approved and accepted by the Internship Committee, for the required documents and reports to be complete, and for the specified minimum durations to be adhered to. Internship notebooks and Internship Evaluation Forms submitted late will not be considered. Additionally, for the student to be considered successful in the internship, it is mandatory to achieve success according to the Internship Evaluation Form to be filled out by the organizations where the internship is conducted.

The Internship Committee takes into consideration the following criteria in the evaluation of internship documents:

- The contribution of the internship work to the student's education in line with the defined objectives and goals,
- The success of the student in the work performing,
- The skill level in defining the work carried out,
- The level of understanding of the student regarding problems in professional practice.

After the initial evaluation, the student's internship is either accepted as successful or returned to the student with the note 'incomplete' for completion. At the end of the additional period given, the Internship Committee reviews the documentation, which should have been completed for the second and last time. At the end of this evaluation, the internship is either accepted or rejected. Students whose internships are rejected are obliged to repeat the rejected internship in the following semester. The final evaluations conducted by the Department Internship Committees are notified in writing to the Department Chairmanships, then to the Deanship and subsequently, the decision of the Board of Directors is notified to the Directorate of Student Affairs. Additionally, it is announced on the Departments' webpage in the 7th week of the respective semester, objections are evaluated and resolved in the 8th week. Each internship is assessed as a course, and in the student's transcript, following the semester schedule of the internship date, it is indicated with a course code specific to the relevant department. For these courses, a pass/fail grade is assigned in accordance with the relevant regulations.

In the evaluation of internship documents and in the procedures for exempting the student from internships, the Faculty Board is authorized in cases outside the stated provisions.

ARTICLE 10: Consultation on Internship

Departmental Internship Committees organize a meeting in the 4th week of the spring semester to provide information about the importance, purpose, conditions, and scope of the internship. Detailed explanations are given about the required documents during the meeting. Prior to the meeting, information about the meeting (date, venue, etc.) is announced on the bulletin boards and the websites of the Departments by the Internship Committees.

Students can submit their questions regarding the internship in writing to the Committee. Explanations related to the relevant questions and issues are announced in writing on the internship notice board on dates determined by the Department Internship Committees.

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ARTICLE 11: Storage of Internship Documents

The Internship Evaluation Form, Internship Report, and the Internship Site Approval Form filled out by the Internship Committee are preserved in the student's file. The internship files received are stored for a period of 5 (five) years from the acceptance date at a location determined by the Department Chairmanships. Internship notebooks whose storage period has expired are disposed of in a manner deemed appropriate by the Department Chairmanships, in accordance with the relevant legislation. Student objections related to internships made after 2 (two) years from the internship acceptance date will not be accepted under any circumstances.

ARTICLE 12: The internship principles of the departments are defined in Article 12a and Article 12b.

ARTICLE 12a: Principles of Internship for the Department of Architecture

(1) Principles of Office (Architectural Design) Internship

a) Objectives of Office (Architectural Design) Internship

The primary expectation from the student who will undergo office internship is to find opportunities for practical application that enhance skills and experience in line with the knowledge the student has gained in architectural design courses within the department. Moreover, during the office internship period, it is essential to gain new knowledge and skills by observing real-life applications in the field of architectural design and project planning and engaging in interdisciplinary activities. Another purpose of office internship is to provide guidance on the jobs and fields in which the student can work in their professional life after graduation, considering the information and skills the student has acquired during architectural education in conjunction with real-life conditions.

b) Required Documents at the End of Office Internship

A student participating in office (architectural design) internship is required to submit certain documents and materials to the Internship Commission for the evaluation of their internship. The essential characteristics sought in the report where these documents will be presented are as follows;

- Relevance to the student's level of knowledge and skills
- Qualitative and convincing expression that the work was personally carried out by the student
- Clarity and coherence in a specific presentation format

The information expected to be included in the internship report, which will be prepared in A4 size (with the cover page available on the department's website) and in a bound/file format, is as follows;

Office Journal

This section will be perceived as a kind of office journal by those undertaking office internships, and necessary records will be maintained. In the content of these records, the general activities conducted

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in the office each day, architecture-related activities such as sketches, drawings, models, etc., will be clearly and comprehensibly documented day by day in the internship notebook and will be approved.

Office Organization Chart (Office Workflow)

In this section, employees working in the office, along with their areas of activity and the tasks they undertake in the office, will be defined. In this section, which can also be referred to as the office organization chart, the definition of tasks within the hierarchical structure, the delineation of how the tasks the designer (decision-maker) and other staff members perform demonstrate a workflow, and the role of the intern in this organization will be clearly discussed. In the report, the internship student's tasks in the office will also be included, and an evaluation of the working system will be conducted. Both positive and negative aspects from the student's perspective will be critiqued.

Information Regarding Office Tasks

The student undergoing office internship, in addition to the requested information above, will provide detailed visuals and explanations related to the tasks they have performed during the internship. In this section, it is requested that a student currently undergoing architectural education analyse the tasks they have undertaken based on the knowledge they have acquired. The student will describe their own work and actions, taking into account the time span from architectural design to implementation projects and construction, and will scrutinize the significance of these within the process. In this way, it is aimed to benefit, as an architect candidate working in a certain job, by making the architectural actions that one unconsciously performs more defined.

The student doing an internship in the office will, at the end of the internship period, attach copies of all documents related to the work they personally carried out in the order they appear in the internship report. This report will also include other documents that demonstrate the significance of the work done by the student within the overall work structure of the office. The main documents to be included in this report are architectural design studies, architectural projects, detailed drawings, perspectives, model photographs, etc.


(2) Principles of Construction Site Internship

a) Purpose of Construction Site Internship

The student interning at a construction site must recognize and learn about all the material and human potential existing for the realization or renovation of the building at the construction site, including the elements of this potential and the relationships between them. On the other hand, various tasks of different qualities contribute to the realization of production at the construction site. During the internship, the student should learn in detail about at least one of the tasks carried out on the construction site, actively participating in and working on such a task. In some construction sites, there may be units related to design. The construction site internship cannot be carried out in such a design unit.

b) Required Documents and Reports at the End of Construction Site Internship

The student undertaking a construction site internship is required to prepare the internship report and internship evaluation form in the format described below and submit them to the Department Head after the internship. The information to be included in the internship report, which will be prepared in A4 size (with the cover provided on the department's website) and in a bound/file format, is as

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follows:

Construction Site Log

This section will be perceived as a kind of construction site log by those undergoing construction site internships, and necessary records will be maintained. The construction site log will record significant events that occur on the site each day and developments related to the tasks the student is personally involved in.

Information Regarding Construction Site Organization

Concerning the organization of the construction site, an overall introduction to the potential and operation existing on the site is expected.

Information Regarding the Work Conducted on the Construction Site

Various tasks are carried out on construction sites in the execution of building production, including implementation, progress billing, quantity surveying, time planning, material, equipment, labor management, procurement, administrative tasks, cost control, accounting, finance, subcontractor management, etc. The student is required to provide details of the tasks they worked on in the construction site internship report.

(3) Principles of Optional Internship in Office (Architectural Design) and Non-Construction Site Areas

a) Purpose of Optional Internship

Apart from office and construction site internships, in order to gain experience in different areas that introduce and familiarize with the interdisciplinary relationships of the architecture profession, one can choose to intern in the following fields:

- a) Project management firms, building inspection firms, consultancy firms, central offices of construction companies, and relevant departments of public institutions,
- b) Ministry of Development, TÜBİTAK (The Scientific and Technological Research Council of Turkey), BAP (Scientific Research Projects), circulating capital, etc., for research projects,
- c) Summer schools, workshops, other professional activities, architectural documentation, and field research in archaeological excavation sites and/or historical conservation areas and/or historical buildings.

b) Required Documents and Reports at the End of Optional Internship

In the context of the internship locations defined under Article 4a, depending on whether the internship is more aligned with the characteristics of an office or construction site internship, documents belonging to that group will be prepared and submitted. Additionally, if deemed necessary, special reports will be prepared based on the commission's recommendations.

For summer schools, workshops, and field research, the following documents are required:

Internship Log

The activities carried out during the work period will be recorded daily and approved by the supervisor.

Report

A general description, purpose, and content of the work, the individuals and organizations organizing the work, introduction of the participating group and/or individuals, and the types and qualities of the

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topics covered will be specified. In this context, a detailed explanation of the personal work conducted, its results, and the sample on which the implementation is based will be presented.

Certificate of Achievement

A copy of the document indicating the success of the student's work at the end of summer schools or workshops will be placed inside the internship envelope.

ARTICLE 12b: Principles of Internship for the Department of Urban and Regional Planning

(1) Principles of Public Institution Internship

a) Purpose of Public Institution Internship

The purpose of the public institution internship is to gain experience in the planning process and practices within the functioning of public institutions directly related to the field of urban and regional planning, and to acquire new knowledge and skills. The instructional staff should be either a city planner, if available, or a unit manager with signing authority, and/or a higher-level manager if possible.

b) Required Documents and Reports at the End of Public Institution Internship

The student undertaking a public institution internship is required to submit the internship report and Internship Evaluation Form to the Department Internship Committee. The information to be included in the internship report, which will be prepared in A4 size (with the cover provided on the department's website) and in a bound/file format, is as follows:

Public Institution Log

In the internship report, for each day of the internship, general activities carried out in the public institution, research reports prepared by the student, identification studies, diagrams and drawings related to physical plans of various scales will be recorded day by day in the internship log, prepared personally, and approved in a clear and understandable manner.

Public Institution Organization Chart (Functioning of the Public Institution)

In this section, the departments within the public institution where the student is interning, along with the tasks assigned to these departments, will be outlined. The working area and organizational chart of the public institution will be defined, specifying the unit where the student is located. Additionally, a planning process chart will be created to illustrate how the tasks of the urban planner (decision-maker) and other staff members are structured and to clearly outline the role of the student during this process. Furthermore, the student undergoing the internship is expected to provide an evaluation of their role and the working system within the public institution.

Information Regarding Tasks Undertaken in the Public Institution

The student undergoing the public institution internship will include detailed visuals and explanations in the internship report regarding the tasks carried out during the internship. The student will analyze and evaluate the tasks performed, defining their own actions and work within the planning process. Additionally, the student will attach copies of all documents related to any work they personally carried out, such as analyses, syntheses, diagrams, plans, and projects, to the report.

(2) Principles of Planning Office Internship

a) Purpose of Planning Office Internship

The purpose of the planning office internship is to enhance the student's skills and experiences

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through real-life applications. It should be carried out in offices with a minimum of five years of urban planning experience and at least three urban planners. The instructional staff must be a city planner.

b) Required Documents at the End of Planning Office Internship

The student undergoing a planning office internship is required to submit an internship report to the Internship Committee, which includes various documents and materials essential for the evaluation of the internship. The report to be prepared should be related to the student's level of knowledge and skills, exhibit a quality and credibility that indicates the student's own work, and be presented in a clear and organized manner with a specific format.

The information expected to be included in the internship report, which will be prepared in A4 size (with the cover page available on the department's website) and in a bound/file format, is as follows:

Planning Office Log

In the internship report, for each day of the internship, general activities conducted in the office, research reports prepared by the student, identification studies, diagrams, and drawings related to physical plans of various scales will be recorded day by day in the internship log, prepared personally, and approved in a clear and understandable manner.

Planning Office Organization Chart (Functioning of the Office)

In this section, alongside the planning process chart, the working area and organizational chart of the office, employees working in the office, and their areas of activity along with the tasks they undertake in the office will be outlined. Within this framework, the operational flow of the tasks performed by the planner (decision-maker) and other staff members and the role of the student undergoing the internship in this organization will be clearly addressed. Additionally, the student undergoing the internship is expected to provide an evaluation of their role and the working system within the office.

Information Regarding Tasks Undertaken in the Planning Office

The student undergoing a planning office internship will provide detailed visuals and explanations in the internship report regarding the tasks carried out during the internship. The student will analyze and evaluate the tasks performed, defining their own actions and work within the planning process. Additionally, the student will attach copies of all documents related to any work they personally carried out, such as analyses, syntheses, diagrams, plans, and projects, to the report.

(3) Principles of Internship in Other Research-Planning Organizations

a) Purpose of Internship in Other Research-Planning Organizations

The purpose of the internship in Other Research-Planning Organizations is to provide the student with interdisciplinary experiences in different areas outside of public institutions and planning offices. It aims to allow the student to connect theoretical knowledge acquired in classes with planning practices. The instructional staff must be a city planner with a minimum of five years of experience in their professional field.

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b) Documents and Reports Required at the End of Internship for Other Research-Planning Organizations

Students who complete an internship at other research-planning organizations are required to submit their internship report and Internship Evaluation Form to the Department Internship Commission. The internship report, prepared in A4 size (following the cover provided on the department's website) and in a bound/file format, should include the following information:

Journal of Activities in Other Research-Planning Organizations

For each day of the internship, the internship report should include a detailed record in the internship diary of general activities conducted at the research-planning organization, research reports prepared by the student, identification studies, analyses, and clear and understandable diagrams and drawings related to physical plans of different scales. These entries should be recorded day by day in the internship diary and approved.

Organizational Chart of Other Research-Planning Organizations (Operational Structure)

This section should define the units within the research-planning organization where the student interned, specifying the tasks undertaken by each unit, and indicating the unit where the student was located. Additionally, a process chart should be created to illustrate how the planning process functions, showing the workflow of planners (decision-makers) and other staff, while clearly outlining the student's role in this process. The student is also expected to provide an evaluation of their role and the working system within the research-planning organization.

Information Regarding Tasks Performed in Other Research-Planning Organizations

The student who completed the internship at other research-planning organizations should provide detailed visuals and explanations in the internship report regarding the tasks performed during the internship. The report should include an analysis and evaluation of the student's work. The student will describe their tasks and actions during the planning process, attaching copies of all documents related to their work (such as analyses, syntheses, diagrams, plans, and projects).

(4) Optional Internship Guidelines

a) Purpose of Optional Internship

Apart from the mandatory internship required at Public Institutions, Planning Offices, and other Research-Planning Organizations, an optional internship can be undertaken at any stage of undergraduate education. The purpose is to understand the interdisciplinary relationships in the planning profession and gain experience in different fields. With the approval of the Department Internship Commission, students can opt for an optional internship in the following areas:

- Real estate companies with urban planners,
- Conservation, renewal, and transformation projects, as well as other urban planning-related activities on a city scale,
- Workshop-style summer schools and other events related to the planning profession.

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b) Documents and Reports Required at the End of Optional Internship

If an optional internship is undertaken at a Public Institution, Planning Office, or other Research-Planning Organization, the documents and reports required for mandatory internships in these institutions must also be prepared at the end of the optional internship. In the case of optional internships in the specified areas, documents corresponding to the qualifications of the internship (Public Institution/Planning Office/Other Research-Planning Organizations) should be prepared and submitted. Additionally, when deemed necessary, special reports should be prepared based on the commission's recommendations.

For summer schools, workshops, and field research, the following documents are required: [The specific requirements for these activities are not provided in the provided text.]

Internship Diary

Activities carried out during the working period should be documented daily and approved by the supervisor.

Report

The general description, purpose, and content of the work, individuals and institutions conducting the study, introduction of participating groups and/or individuals, and the types and qualities of the addressed topics should be specified. In this context, a detailed description of the personal work, its results, and a sample based on the application should be presented.

Certificate of Achievement


A copy of the document demonstrating the student's success after summer schools, workshops, and field research should be placed inside the internship envelope.

ARTICLE 13: Internship Evaluation Form

The Internship Evaluation Form is a document to be filled out by the authorized person from the architectural office/site/public institution/planning office/research-planning organization where the student completed the mandatory and optional internship, containing evaluations of the student's attitudes and behaviors during the internship. The student should personally deliver the Internship Evaluation Form, available on the Department's website, to the authorized person at the beginning of the internship, receive it in a sealed envelope after the internship, and place it in the internship file along with other documents before submitting it to the Department Chairmanships.

ARTICLE 14: Student Responsibilities

- Students must adhere to the working schedule, rules, instructions, and orders of the organization where they intern, participate in the workplace's commercial, social, and cultural activities like permanent staff, and fulfill the professional training tasks assigned by the managers. Failure to comply will result in an unsuccessful internship. If a student is given tasks inconsistent with professional training, the Internship Commission may request the student to change their internship placement.
- Interns are liable for damages caused due to their faults.

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- Students are not allowed to have more than 10% absenteeism without a valid excuse during the internship period.
- The regulations of Gebze Technical University and the Higher Education Institutions Student Discipline Regulation apply to student interns during the internship.

ARTICLE 15: Occupational Accident and Disease Insurance

During the internship, students are subject to the provisions of Law No. 5510 on Social Insurance and General Health Insurance.


In this context, students can only start their internships after their insurance entries are completed. The work done by students who declare and document that they are insured will not be considered part of the internship period until their insurance entries are made. To complete insurance entries, students must inform the Dean's Office whether they are currently insured. The student must submit the Internship Place Approval Form at least 5 business days before the start of the internship, along with the insurance document if insured, or the eligibility document if not insured, or the internet printout from the Health Provision Activation System. The Dean's Office issues an insurance entry document, registers the student's entry into the job as insured, and delivers it to the student for signature. This document is forwarded by the student to the company/organization where the internship will take place. The company/organization issues an "Acceptance Certificate" on behalf of the student. The Dean's Office accounts unit monitors the end dates of students' internships. A termination notice is prepared, and the student's relationship with insurance is terminated. A copy of the issued insurance exit notice is given to the student.

ARTICLE 16: Special Cases

- Exemptions from mandatory internships for students who have the right to study in the departments through the Vertical Transfer Exam, due to the education they have previously received, are evaluated by the relevant department's adaptation commission and decided by the Board of Directors through the decision of the Dean's Office.
- Students who transfer horizontally to the departments may have some or all of the internships they completed during their enrollment at the previous higher education institution accepted, provided they meet the conditions in this Regulation, with the approval of the Department Internship Commissions and the acceptance by the Board of Directors through the decision of the Dean's Office.

Regulation Revoked

ARTICLE 17: (1) The Gebze Technical University Faculty of Architecture Department of Architecture Internship Regulation, which came into effect with the decisions of the Gebze Technical University Senate dated 12.09.2012 and numbered 2012/28-03, has been revoked.

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Effective Date

ARTICLE 18: (1) This Regulation and Internship Procedure will be effective as of the Spring Semester of the 2018-2019 Academic Year.

Execution

ARTICLE 19: (1) Gebze Technical University, Faculty of Architecture, is implemented by the Dean's Office.

Gebze Technical University Faculty of Architecture Department Internship Regulation	
Senate Decision Approving the Regulation	
Date	Number
12.09.2012	2012/28-03
Senate Decisions Amending the Regulation	
Date	Number
24.12.2014	2014/40
06.12.2017	2017/11
08.05.2019	2019/05