

	<p style="text-align: center;"><b>The Republic of Turkey</b>  <b>GEBZE TECHNICAL UNIVERSITY</b>  <b>FACULTY OF BASIC SCIENCES UNDERGRADUATE</b>  <b>EDUCATION INTERNSHIP DIRECTIVE</b></p>	Document No	<b>YÖ-0071</b>
		Publication Date	<b>17.07.2020</b>
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## Purpose

**Article 1.** (1) The purpose of this directive is to determine the procedures and principles regarding internship activities, which are a mandatory part of the education and training program and aimed at improving the practical knowledge and skills of undergraduate students studying at the Departments of the Faculty of Basic Sciences of Gebze Technical University within the framework of the principles specified in the Undergraduate Education and Teaching Regulation.

## Scope

**Article 2.** (1) This directive covers the fundamental principles regarding the planning, implementation, evaluation, and supervision of internships that undergraduate students studying at the Departments of the Faculty of Basic Sciences of Gebze Technical University will carry out in domestic and international institutions and organizations.

## Basis

**Article 3.** This directive has been prepared based on the relevant articles of Gebze Technical University Undergraduate Education and Teaching Regulation, as well as Law No. 2547, Law No. 5510, and Law No. 6111.

## Definitions

**Article 4.** (1) The terms used in this Directive are as follows:

- a) **Department:** Departments of the Faculty of Basic Sciences of Gebze Technical University,
- b) **Department Equivalence Commission:** Commissions formed by the Department Chairmanships,
- c) **Department Internship Commission:** Internship Commissions formed by the Departments of the Faculty of Basic Sciences of Gebze Technical University,
- ç) **Faculty:** Faculty of Basic Sciences of Gebze Technical University,
- d) **Optional Internship:** Non-mandatory internships outside the educational plan of undergraduate students at the Faculty of Basic Sciences of Gebze Technical University,
- e) **Institution:** The institution where the student will/do the internship,
- f) **Student:** Students of the Departments of the Faculty of Basic Sciences of Gebze Technical University
- g) **SGK:** Social Security Institution,
- ğ) **Intern:** Students doing an internship at the Departments of the Faculty of Basic Sciences of Gebze Technical University,
- h) **Long-Term Internship:** Internships conducted within the framework of protocols established by the University with Institutions,
- ı) **University:** Gebze Technical University,
- i) **Mandatory Internship:** Internships that are mandatory for undergraduate students at the Departments of the Faculty of Basic Sciences of Gebze Technical University as stated in the educational plan.

## Responsibilities

**Article 5** (1) The distribution of responsibilities within the process, from determining the institution where students will do their internship to the evaluation at the end of the internship course, within the scope of this directive is as follows:

- a) **Faculty:** Responsible for organizing documents as stated in the directive, tracking necessary approvals, conducting SGK (Social Security Institution) procedures, ensuring necessary coordination, and overseeing the process in compliance with all other rules within the directive.

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- b) Institution:** Expected to guide participating students in their professional practices. Institutions are responsible for implementing and ensuring Occupational Health and Safety rules during internship activities.
- c) Student:** Obligated to make necessary notifications, obtain approvals, follow the process, and comply with all rules within the directive.
- ç) Internship Commission:** Authorized to evaluate applications and internships according to the principles specified in the directive and provide necessary approvals.

### Department Internship Commission

**Article 6.** (1) An internship commission is established in each department to handle students' internship affairs. The Internship Commission consists of at least 3 academic staff members, including one appointed as the president by the Department Board upon the proposal of the Department Chair, for a period of 3 years. Members whose terms have expired may be re-elected. In case a member has to leave before the term ends, the same appointment process is carried out for replacement.

- (2) Decides on the suitability of the internship place.
- (3) Evaluates internships.
- (4) If there are internship quotas allocated by domestic and foreign public or private institutions for the department, the commission announces these quotas and distributes them according to predetermined criteria.
- (5) Prepares the Department Internship Application Principles.
- (6) Decisions of the Department Internship Commission are announced to students via the Department's web page.

### Internship Duration, Periods, and Location

**Article 7.** (1) Undergraduate students of GTU Faculty of Basic Sciences, if there is an internship course in their curriculum, are obliged to complete their mandatory internships for at least 40 working days during their education. Completion of this period is mandatory for graduation.

- (2) Undergraduate students of GTU Faculty of Basic Sciences, if there is an internship course in their curriculum, are obliged to complete their mandatory internships for at least 40 working days during their education. Completion of this period is mandatory for graduation.
- (3) During their mandatory internships, students can work for more days than the required number to further enhance their skills. The additional days are considered as optional internships. Optional internships should be a minimum of 15 working days at once. Those below this duration will not be evaluated. All responsibilities, including insurance expenses, during internships abroad or voluntary internships, are borne by the student.
- (4) Except for the exceptional situations specified in the 5th and 6th clauses of Article 7 of this directive, Mandatory Internships are carried out within the academic vacation period between the spring and fall semesters.
- (5) Within the framework of protocols established by the University with Institutions, students can do Long-Term Internships during an academic term or during the summer school period without disrupting their educational plan, and the days attended at summer school are not counted as part of the internship. Selection of students for this internship is decided by the Institution and the relevant Department Internship Commission. This internship can count as the mandatory internship equivalent to 40 working days upon evaluation by the Department Internship Commission.
- (6) Students who have completed their 8th semester but have not completed their mandatory internships may, with the decision of the Department Internship Commission without disrupting their regular educational programs, do their internships during educational periods.

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- (7) Internships cannot be conducted on official holidays (Internships cannot be conducted on official holidays in the respective country for internships abroad). However, if the workplace where the internship is conducted operates during weekends (Saturday-Sunday) without overlapping with official holidays, the student may perform internships during weekends, provided that it is confirmed by the internship supervisor with an official document. Additionally, a maximum of 6 days of internship can be conducted in a week (This applies to internships abroad as well).
- (8) It is the responsibility of the student to find the internship place and fulfill the requirements for starting the internship at the chosen institution. The Department Internship Commission decides whether the internship place proposed by the students is appropriate or not.
- (9) Before starting the internship at the institution where the student is accepted, the student must get the Internship Form approved by the relevant units.
- (10) Students can also do internships in places they find on their own initiative abroad or through programs such as ERASMUS. In internships carried out through the ERASMUS program, the GTU ERASMUS + Student and Staff Mobility Directive is applied. All responsibilities, including insurance expenses, in mandatory and voluntary internships abroad are borne by the student.
- (11) Departments may specify different internship types for the first and second semester mandatory internships. If there is a need for different types of internships, these types are determined by the Department Boards and are taken into consideration in the implementation by the internship commissions.

## **Internship Implementation Principles**

### **Pre-Internship Procedures**

**Article 8.** The procedures to be carried out before the internship are listed below:

- (1) The appropriate schedule for the internship procedure is determined by the Internship Committees of each department and announced on the department's website every academic year. The application acceptance for internships in each department is done on the dates determined by the respective department's internship committee.
- (2) The student obtains the "Internship Obligation Certificate" from the Dean's Office. With this certificate, the student conducts interviews with the businesses/corporations they intend to do their internship at. For the selected internship company, the student fills out two copies of the "Student Internship Form" and submits them to the Internship Committee through the department secretary for approval, taking into consideration that the review of these forms will take up to 7 business days. In order to facilitate insurance arrangements, it is required that the information regarding the student's current insurance status is included in the student internship form. If the internship duration (total number of working days and date range) and the type of internship (mandatory or voluntary internship) are not indicated on the internship form, the form will not be approved. The Internship Committee reviews these forms and submits the approved internships to the Dean's Office for final approval.
- (3) One copy of the approved forms, issued by the Dean's Office, is delivered to the company where the student will do their internship. The company then prepares an "Acceptance Letter" on behalf of the student.
- (4) At least 15 days prior to the start date of the internship, the student applies to the Dean's Office with the Acceptance Letter and, if they have insurance, proof of insurance (an internet printout will be accepted), to receive the "Internship Evaluation Form" and the internship logbook approved by the Faculty. Afterward, the student begins their internship at the company or institution.

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- (5) Students can only start their internships after their insurance arrangements have been completed. Any work done at the company without insurance coverage will not be counted towards the internship duration.
- (6) The Internship Committee keeps a list of which businesses or organizations the students have interned at in their own internship files.
- (7) With permission from the Internship Committee and under suitable conditions, internships can be done at national/international higher education institutions.
- (8) The student applies to the Internship Committee with a titled, stamped, dated, and approved document from the desired institution confirming the acceptance of the internship request and including the name of the internship. The application of the student is examined by the Internship Committee, and if necessary, detailed information regarding the internship location is requested to decide whether the internship will be conducted at that institution.
- (9) Insurance is mandatory for internships conducted within Turkey or abroad. The insurance procedures for students whose mandatory internship applications within Turkey are accepted are conducted by GTU Faculty of Basic Sciences. For internships conducted abroad, whether mandatory or voluntary, all responsibilities including insurance costs belong to the student.

### **Internship Guidelines**

**Article 9.** The internship journal / file should be completed in English by students in 100% English programs, following the technical drawing, writing, and formatting rules in ink, ballpoint pen, or electronically. Turkish summaries should be added to the documents prepared in English.

**Article 10.** The student fills out the journal during the internship period at the company and gets the necessary places approved by the company officials during and at the end of the working period. Each page of the internship journal should be initialled by the internship supervisor(s) at the company, and the first and last pages should be signed and stamped.

### **Post-Internship Steps**

**Article 11.** The Intern Evaluation Form is completed secretly by the company, approved, and sealed in an envelope. The name, title, and position of the approving company official should be clearly stated on the document. The sealed envelope containing the aforementioned document is sent to the Dean's Office by the company via mail or by the student in person, along with the internship journal.

**Article 12.** It is the responsibility of the student to submit the internship records and documents to the Dean's Office by the end of the second week of the academic semester following the internship. Internship files that are not submitted within this period will not be accepted, and internships that do not have their files submitted on time will be considered invalid.

### **Requirements for the Evaluation of Internship**

#### **Article 13**

(1) All internship documents are evaluated by the Department Internship Commissions, and the results are communicated to the relevant individuals within three weeks from the date of application. The Internship Commission will review any appeals within two weeks and make a decision. The Internship Commission will report all evaluation results to the Dean's Office through the department chairmanship within nine weeks at the latest.

(2) After the initial evaluation, the student's internship is either accepted as successful or the documents are returned to the student with the term "incomplete" in order to be completed. After the 15-day additional

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period, the Internship Commission will re-evaluate the completed documents for the second and final time. Based on this evaluation, the student's internship is either accepted or rejected. Students whose internships are rejected are obligated to repeat the rejected internship in the following period.

(3) The Internship Commission may conduct necessary monitoring to ensure that the internship is carried out in accordance with its purpose and rules, or may communicate with the institution where the internship is conducted to gather information about the student, thereby enabling the monitoring of students.

(4) Internships are evaluated as a course in each semester, and on the student's transcript, in the semester program following the date of the internship, it is indicated with a course code specific to the department. For these courses, either a pass or fail grade is given in accordance with the relevant regulations.

(5) In order for the student to be considered successful in the internship, it is mandatory to be successful according to the internship evaluation form to be filled out by the institutions. Students who fail in the evaluation must repeat their internships.

(6) Voluntary internships are evaluated only with the "Voluntary Internship Evaluation Document" filled out by the relevant company.

(7) The Internship Commissions prioritize the evaluation of the internships of students who are eligible to graduate upon completing their required internships.

### **Student Responsibilities**

**Article 14.** (1) Students are obligated to comply with the working order, rules, instructions, and orders of the company where they are interning, participate in the commercial, social, and cultural activities of the workplace like permanent personnel, and perform the tasks related to professional training given by the managers. Otherwise, their internships will not be deemed successful. If a task contrary to professional training is assigned to the student, they may change their internship place within the framework of the permission of the Internship Commission.

(2) Interns are subject to the responsibilities of the employees of the company for any damages caused by their faults.

(3) Students may not exceed 10% absenteeism without any excuse during the internship period.

(4) The provisions of the Higher Education Institutions Student Discipline Regulation are also valid during the internship for intern students.

### **Special Situations**

**Article 15.** (1) The internship activities related to the second major of the student enrolled in the Double Major program are determined in accordance with the principles specified in the relevant double major program.

(2) Unless stated otherwise by the department concerned, students who are enrolled in the Minor program are not required to undertake a professional internship related to their minor field.

(3) Exemptions from the basic internship for orientation students who have gained the right to study at our faculty through Horizontal and Vertical Transition Exams, due to the education they have previously received, are evaluated and decided upon by the relevant department's orientation committee.

### **Revoked Directive**

**Article 16.** (1) The Molecular Biology and Genetics Department Internship Directive, which was implemented on 26.09.2012 and revised due to a change in name by the Senate Decision dated 24/12/2014 and numbered 2014/40, has been revoked.



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### **Cases Not Provided for in the Directive**

**Article 17.** (1) In cases not provided for in this directive; Law No. 2547, Higher Education Council, Inter-University Board, Gebze Technical University Undergraduate Education and Training Regulation, Senate, University Board of Directors, Faculty Board of Directors decisions, and relevant legislation provisions shall apply.

### **Execution**

**Article 18.** (1) This directive shall be executed by the Presidency of Gebze Technical University.

### **In Force**

**Article 19.** (1) This Directive shall enter into force as of the Spring semester of the 2019-2020 Academic Year.

## **INTERNSHIP PROCEDURE**

According to Article 5-b of Law No. 5510 on Social Insurance and General Health Insurance, "Students undergoing mandatory internship during their higher education" are subject to "Occupational accident and occupational disease insurance."; Article 6 of Article 11 also states that "Notifications of students undergoing mandatory internship during their higher education shall be made by the Higher Education Institutions where they are receiving education."

Additionally, an internship is considered as a part of students' undergraduate education and training, during which they get to practice and apply what they have learned theoretically, prepare themselves for the professional work life, and have the opportunity to familiarize themselves with relevant industry organizations and establish connections.

Therefore, students who are about to start their internships must follow the procedure outlined below.

- 1) The appropriate schedule for the internship procedure is determined and announced on the department web pages by the Internship Committees of each department at the beginning of each academic year.
- 2) The student obtains a "Mandatory Internship Certificate" from the Faculty. With this certificate, the student conducts interviews with the company/companies they intend to intern at. The company issues an "Acceptance Letter" on behalf of the student.
- 3) The student applies to the Department Internship Commission through the department secretary to have the Internship Record, which they have prepared on a computer along with the acceptance letter(s), approved. It is important that the information regarding whether the student is currently insured or not is included in the internship record for insurance registrations. The approved records by the Internship Commission and the Department Chairmanship are sent to the Faculty by either the student or the department secretary.
- 4) After the Internship Record is approved by the Faculty, the student submits a copy of the Internship Location Acceptance Form - Eligibility Certificate and the Internship Record to the Faculty of Basic Sciences at least 15 (fifteen) working days before the start of the internship. Our students will arrange their insurance registrations with the Student Support Center by submitting the necessary documents; if insured, a document proving their current insurance status, if not insured, an eligibility certificate (internet printout will be accepted), the Internship Record, and the Acceptance Letter. Students can only start their internships after completing their insurance registrations.

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The student obtains two copies of the Insured Employment Declaration from the Faculty, one of which they sign and submit to their own department along with the Internship Record, the Internship Acceptance Letter, and the Eligibility Certificate. The student gives the other copy of the Insured Employment Declaration to the company where they will be interning.

5) The student receives the Internship Logbook from the Faculty and organizes it throughout the duration of the mandatory internship, with at least one page for each day. At the end of the internship, each page is signed by the company representative and the student. The "Mandatory Internship Evaluation Report" is submitted to the company representative at the beginning of the internship and collected in a sealed envelope at the end of the internship. For optional internships, the option is marked on the "Optional Internship Evaluation Report". In mandatory internships, just like in optional ones, an Internship Logbook must be completed.

The student will submit the internship logbook and internship evaluation report to the Department Secretary, in exchange for a signature, by the end of the second week of the semester following the summer internship period. For internships completed during the semester, the student must submit them within 3 (three) weeks from the end of the internship. (Internship logbooks and evaluation forms submitted after this period will not be accepted, and internships that were not submitted on time will be considered invalid).

The Internship Committee of the relevant department will evaluate the internship files for that period and report the results, including the student's name, surname, ID number, internship dates, and the approved internship days, in writing to the Faculty of Basic Sciences Dean's Office.

<b>The Senate Decision Approving The Directive</b>	
<b>Date</b>	<b>Number</b>
02/07/2020	2020/13