	T.R. GEBZE TECHNICAL UNIVERSITY FACULTY OF AVIATION AND SPACE SCIENCES UNDERGRADUATE EDUCATION INTERNSHIP DIRECTIVE	Document No	YÖ-0089
		Release Date	18.08.2022
		Revision Date	-
		Revision No	0
		Page	6-1

Objective

Article 1. The purpose of this directive is to determine the procedures and principles regarding the internship activities, which are a compulsory part of the education and training program, carried out in order to increase the practical knowledge and skills of undergraduate students studying in the Departments of Gebze Technical University Faculty of Aviation and Space Sciences within the framework of the principles specified in the undergraduate education and training regulation.

Scope

Article 2. This directive covers the basic principles regarding the planning, execution, evaluation and supervision of the internships that undergraduate students studying at Gebze Technical University Faculty of Aviation and Space Sciences Departments will do in domestic and foreign institutions and organizations.

Basis

Article 3. This directive has been prepared based on the Gebze Technical University Undergraduate Education and Training Regulation and the relevant articles of the laws numbered 2547, 5510 and 6111.

Principles


Article 4. In this directive;

- Department:** Gebze Technical University Faculty of Aviation and Space Sciences Departments,
- Department Adjustment Commission:** Commissions formed by the Department Heads,
- Department Internship Commission:** Internship Commissions established by the Departments of Gebze Technical University Faculty of Aviation and Space Sciences,
- Faculty:** Gebze Technical University Faculty of Aviation and Space Sciences,
- Optional Internship:** Non-compulsory internships outside the curriculum of undergraduate students of Gebze Technical University Faculty of Aviation and Space Sciences,
- Institution:** The institution where the student will do his/her internship,
- Student:** Students of Gebze Technical University Faculty of Aviation and Space Sciences Departments,
- Intern:** The student of Gebze Technical University Faculty of Aviation and Space Sciences Departments who is doing the internship,
- SGK:** Social Security Institution (SSI),
- Long Term Internship:** Internships carried out by the University within the framework of protocols made with institutions,
- University:** Gebze Technical University,
- Compulsory Internship:** the internships that undergraduate students of Gebze Technical University Faculty of Aviation and Space Sciences Departments are obliged to do in the curriculum are referred.

Responsibilities

Article 5. (1) Within the scope of this directive, the distribution of responsibilities in the process from the determination of the institution where students will do internship to their evaluation at the end of the internship course is as follows:

- Faculty:** It is responsible for organizing the documents as specified in the directive, following the necessary approvals, making SSI transactions, ensuring the necessary coordination and carrying out the process in accordance with all other rules within the scope of the directive.

	T.R. GEBZE TECHNICAL UNIVERSITY FACULTY OF AVIATION AND SPACE SCIENCES UNDERGRADUATE EDUCATION INTERNSHIP DIRECTIVE	Document No	YÖ-0089
		Release Date	18.08.2022
		Revision Date	-
		Revision No	0
		Page	6-2

- b) Institution:** Institution authorities are expected to guide students participating in the internship in a way to improve their professional practices. Institutions are responsible for implementing and ensuring occupational safety and health rules in internship studies.
- c) Student:** They are obliged to obtain approvals by making the necessary notifications, follow the process and comply with all the rules within the scope of the directive.
- d) Internship Commission:** They are authorized to evaluate the applications and the internship within the framework of the principles specified in the directive and to give the necessary approvals.

Department Internship Commission

Article 6. (1) An internship commission is established in each department to carry out the internship affairs of the students. The Internship Commission consists of at least 3 faculty members, one of whom is the chairman, appointed by the Department Board for a period of 3 years upon the proposal of the Head of the Department. Members whose term of office has expired can be re-elected. The appointment process is carried out in the same way for the member who has to leave before the end of his term of office.

- (2) Decides on the suitability of the internship place.
- (3) Evaluates the internships.
- (4) If public or private institutions and organizations in Turkey and abroad have intern quotas allocated for the department, it announces them and distributes them according to predetermined criteria.
- (5) Prepares the Department Internship Application Principles.
- (6) Department Internship Commission decisions are announced to students on the department website.

Duration, Periods and Place of Internship


Article 7. (1) GTU Faculty of Aviation and Space Sciences undergraduate students are obliged to complete their compulsory internships for at least 40 working days during their education if they have an internship course in their curriculum. This period must be completed in order to graduate.

(2) Compulsory internships can be done in one semester (40 days) or in two semesters (20 + 20 or 25 + 15 days). Students who want to do their internship in two semesters should preferably do their internship in two different places.

(3) During their compulsory internship, students may work more days than the compulsory day in order to improve themselves further. The excess part is considered as optional internship. Optional internships must be at least 15 working days at a time. Those under this period are not evaluated. During voluntary internships abroad, all responsibilities, including insurance costs, belong to the student.

(4) Except for the exceptional cases specified in paragraphs 5 and 6 of Article 7 of this directive, compulsory internships are carried out during the academic vacation period between the spring and fall semesters.

(5) Within the framework of the protocols made by the university with the institutions, students can do a long-term internship within one semester or during summer school, without disrupting the education plan, and the days attended during the summer school are not counted as internships. The institution and the relevant department internship commission decide on the student to be selected for this internship. This internship may be counted as a compulsory internship corresponding to 40 working days, as a result of the evaluation of the departmental internship commission.

	T.R. GEBZE TECHNICAL UNIVERSITY FACULTY OF AVIATION AND SPACE SCIENCES UNDERGRADUATE EDUCATION INTERNSHIP DIRECTIVE	Document No	YÖ-0089
		Release Date	18.08.2022
		Revision Date	-
		Revision No	0
		Page	6-3

(6) Students who have completed their 8th semester but have not completed their compulsory internships can do their internships during the academic period with the decision of the departmental internship commission, provided that they do not disrupt their normal education programs.

(7) Internships cannot be done on days declared as public holidays (for internships done abroad, internships cannot be done on public holidays of that location). If the workplace where the internship takes place is open on weekends (Saturday-Sunday), provided that it does not coincide with public holidays, the student can do the internship on the weekend. The student must indicate this situation with a document approved by the internship manager. However, a maximum of 6 days of internship can be done in a week (This also applies to internships done abroad).

(8) The student is responsible for finding an internship place and fulfilling the internship requirements of the institution where he/she will do the internship. The department internship commission decides whether the internship place that the students find and recommend is suitable.

(9) Before starting the internship in the institution where the student is accepted, the student must have the internship receipt approved by the relevant units.

(10) Students can also do internships abroad in places they find through their own initiatives or through programs such as ERASMUS. GTU ERASMUS + Student and Staff Exchange Directive is applied for internships through the ERASMUS program. In compulsory and voluntary internships abroad, all kinds of responsibilities, including insurance costs, belong to the student.

(11) Departments may determine different internship types for the first and second semester compulsory internships. If there is a need for different internship types, these internship types are determined by the Department Boards and taken into consideration by the internship commissions in practice.

Internship Application Principles

Things to Do Before Internship


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

(1) The calendar deemed appropriate for the internship procedure is announced on the department websites at the beginning of each academic year, on the dates determined by the internship commissions of each department. Applications for internships in each department are accepted on the dates determined by the internship commission of each department.

(2) The student receives the "Internship Obligation Certificate" from the Dean's Office. With this document, he/she makes preliminary interviews with the business/businesses where he/she intends to do an internship. He/she fills out two copies of the "Student Internship Slip" for the company where he/she decided to do the internship and submits it to the Internship Commission through the department secretariat for approval, considering that the review of these slips by the Internship commission will take up to 7 working days. In order for insurance entries to be made, information about whether the student is currently insured or not must be recorded on the student internship slip. If the duration of the internship (total working days and date range) and the type of internship (compulsory or voluntary internship) are not specified in the internship slip, the internship slip will not be approved. The internship commission examines these slips and forwards the internships they accept to the deanery for approval.

(3) A copy of the slips approved by the Dean's Office is delivered by the student to the company where he/she will do the internship. The company issues an "Acceptance Certificate" on behalf of the student.

(4) The student applies to the deanery at least 15 days before the internship start date with the acceptance document and, if insured, its document (the Internet printout will be accepted), receives the "Internship Evaluation Document" and the internship notebook approved by the faculty, and begins his

	T.R. GEBZE TECHNICAL UNIVERSITY FACULTY OF AVIATION AND SPACE SCIENCES UNDERGRADUATE EDUCATION INTERNSHIP DIRECTIVE	Document No	YÖ-0089
		Release Date	18.08.2022
		Revision Date	-
		Revision No	0
		Page	6-4

internship at the business or organization.

(5) Students will be able to start their internships only after their insurance entries are completed. Work done at the enterprise without insurance entries will not be counted as internship period.

(6) The Internship Commission keeps the list of the businesses or organizations in which the students did their internship in their internship files.

(7) With the permission of the Internship Commission and when conditions are suitable, internships can be done in domestic/international higher education institutions.

(8) The student applies to the internship commission with an approved document titled or stamped, dated and containing the name of the internship, indicating that the internship request from the institution where the student wants to do internship is accepted. The student's application is examined by the internship commission and, if necessary, detailed information about the internship place is requested and it is decided whether the internship will be done in that institution.

(9) Insurance is mandatory for internships in Türkiye or abroad. The insurance procedures of students whose compulsory internship application is accepted to be carried out in Türkiye are carried out by GTU Faculty of Aviation and Space Sciences. For compulsory or voluntary internships abroad, all kinds of responsibilities, including insurance costs, belong to the student.

Things to Do During the Internship

Article 9. The internship notebook/file is filled out in English by students in 100% English programs, in accordance with technical drawing, writing and drawing rules, in ink, ballpoint pen or on the computer. A Turkish summary is added to the files prepared in English.

Article 10. The student fills the notebook during the internship period in the enterprise and has the necessary places approved by the enterprise authorities during and at the end of the work. Each page of the internship notebook must be initialed by the internship supervisor or supervisors in the company and the first and last pages must be signed and stamped.


What to Do After the Internship

Article 11. The intern evaluation document is filled out confidentially by the company, approved and placed in a sealed envelope. The name, title and duty of the approving business official must be clearly stated on the document. The document in question, in a sealed envelope, is sent to the dean's office, together with the internship book, by the company by mail or by the student.

Article 12. It is the student's responsibility to submit the notebooks and documents related to the internship to the dean's office until the end of the second week of the academic semester following the internship. After this period, the internship file is not accepted and internships whose files are not submitted on time are considered invalid. The student will submit the internship notebook and internship evaluation document to the department secretariat for evaluation until the end of the second week of the academic semester following the internship for the summer semester internship and within 3 (three) weeks from the end of the internship for the internship that ends during the semester.

Internship Evaluation Principles

Article 13. (1) All internship documents are evaluated by the departmental internship commissions and the results are notified to the relevant person within the third week from the date of application at the latest. The internship commission evaluates the objections and makes a decision within two weeks. The internship commission reports all evaluation results to the deanship through the department chairmanship within nine weeks at the latest.

	T.R. GEBZE TECHNICAL UNIVERSITY FACULTY OF AVIATION AND SPACE SCIENCES UNDERGRADUATE EDUCATION INTERNSHIP DIRECTIVE	Document No	YÖ-0089
		Release Date	18.08.2022
		Revision Date	-
		Revision No	0
		Page	6-5

2) As a result of the first evaluation, the student's internship is considered successful or the documents are returned to the student to be completed with the statement "incomplete". At the end of the 15-day additional period, the internship commission evaluates the missing documents for the second and last time, and at the end of this evaluation, the student's internship is accepted or rejected. Students whose internship is rejected are obliged to repeat the rejected internship in the next semester.

3) When deemed necessary, the internship commission may carry out the necessary monitoring to ensure that the internship is carried out in accordance with its purpose and rules, or contact the institution where the internship is carried out and obtain information about the internship student and ensure that the students are monitored.

4) Each semester internship is evaluated as a course and is shown on the student's transcript with a course code belonging to the relevant department in the semester program following the date of the internship. For these courses, one of the pass/fail grades is given in accordance with the relevant regulation.

5) In order for the student to be considered successful in the internship, he/she must first be successful according to the internship evaluation form to be filled out by the institutions. Students who fail the evaluation are required to renew their internships.

6) Volunteer internship evaluations are evaluated only with the "Voluntary Internship Evaluation Document" filled out by the relevant company.

7) Internship commissions prioritize the internships of students who can graduate if their internship is accepted as of the day they complete their compulsory internship.

Student Obligations

Article 14. (1) Students must comply with the working order, rules, instructions and orders of the enterprise in which they do their internship, participate in the commercial, social and cultural activities of the workplace like permanent staff, and perform duties related to the vocational training given by the managers. Otherwise, their internships will not be considered successful. If the student is given a task that is contrary to vocational training, he or she may change the internship location within the framework of the permission of the internship commission.

2) Interns are subject to the responsibilities of the employees of that workplace for any damage they may cause due to their faults.

3) During the internship, students cannot be absent for more than 10% of the internship period without an excuse.

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

Special Circumstances

Article 15. (1) Internship activities related to the second major of the student within the scope of the Double Major program are determined by the principles specified in the relevant double major program.


2) Students within the scope of the minor program are not obliged to do a vocational internship related to the minor unless otherwise specified by the relevant department.

3) The exemption of adaptation students who are entitled to study at our faculty through horizontal and vertical transfer exams from the basic internship due to the education they have previously received is evaluated and decided by the adjustment commission of the relevant department.

Storage and Disposal of Internship Documents

Article 16. The storage and disposal of the documents related to the internship are made according to

Form No: FR-0356 Publication Date: 23.11.2017 Rev. No:0 Rev. Date: -

	T.R. GEBZE TECHNICAL UNIVERSITY FACULTY OF AVIATION AND SPACE SCIENCES UNDERGRADUATE EDUCATION INTERNSHIP DIRECTIVE	Document No	YÖ-0089
		Release Date	18.08.2022
		Revision Date	-
		Revision No	0
		Page	6-6

the principles of the "Regulation on State Archive Services".

Circumstances Where There is no Provision

Article 17. In cases where there is no provision in this directive; Law No. 2547, Higher Education Council, Interuniversity Council, Gebze Technical University Undergraduate Education and Training Regulation, Senate, University Administrative Board, Faculty Administrative Board decisions and relevant legislation provisions are applied.

Execution

Article 18. This directive is executed by the Rectorate of Gebze Technical University.

Enforcement

Article 19. This Directive enters into force as of the Spring semester of the 2021 -2022 Academic Year.

Senate Adoption of the Directive	
Date	Number
26.05.2022	2022/10