ISTANBUL KÜLTÜR UNIVERSITY

DIRECTIVE

for

STUDENT INTERNSHIP PROGRAM

Legal Standing

Article 1 - This directive has been regulated under the provisions of Higher Education Act no. 2547 Additional Article no. 23 (addendum dated 7/6/1995 - 4111, Article 2), Additional Article no. 24 (addendum dated 29/6/2001 - 4702, Article 4) and Vocational Education Act no. 3308.

Objective and Scope

Article 2 - The objective of this directive is to arrange and regulate the student internship work as part of the education and training programs of Istanbul Kültür University.

The student internship program is a practice designated for students to integrate what they have learned during their education programs with practical work, and to provide them with experience in their own fields.

General Terms and Conditions

Article 3

1. In order to receive the graduation degree, in case they are obliged to do the internship program, undergraduate and vocational school students are expected to do at least 40 business days of internship practice. The terms and conditions of internship programs are to be specified by the boards of associated faculties or vocational schools.

2. Under obligatory circumstances, the internship program can be fulfilled in disparate time periods if approved by the department head or the program chair, provided that each period takes no less than 10 business days.

3. The internship program requirement may be fulfilled by doing a research project in the student’s own field and educational background within the university, or in an institution outside the university, within the country or abroad, in an office, or in a suitable production facility.

4. The activities regarding the internship program must be coordinated, conducted and completed in accordance with this directive. The pertinence of internship programs to this directive is supervised
and inspected by an **Internship Committee** within each program, or department. Each such committee must consist of at least 2 assistant/assoc./full professors and 1 instructor, or research assistant.

5. In order to start the internship program, each student is required to fill out 3 copies of **Obligatory (or Optional) Internship Forms**, which first need to be approved by the prospective employer, and in turn, by the IKU Administrative and Financial Affairs Department, the academic supervisor and the department or program chair. The approved forms are then to be submitted to the academic supervisor, the IKU Administrative and Financial Affairs Department, and the employer.

6. At the end of an internship term (fulfilled by a student within an undergraduate or associate degree program), a **Corporate Intern Evaluation Form** and an **Internship Report** has to be submitted to the Internship Committee on or before the due date announced by the Committee. Note that the one-page Corporate Intern Evaluation Form and all pages of the Internship Report must be approved (signed and stamped) by the employer before these documents are submitted to the Committee. The dates of submission must be announced on the websites and/or bulletin boards of the related departments or programs. Documents submitted later than the previously announced due dates shall not be accepted.

7. The terms and conditions as to how to fill out the related documents, the **Obligatory (or Optional) Internship Form**, the **Internship Report** and the **Corporate Intern Evaluation Form** as well as the delivery process must be announced on the websites and/or bulletin boards of the related departments or programs.

8. The internship documents that are inspected by the Internship Committee are evaluated in accordance with the Directive of Associate and Undergraduate Degree Programs of Istanbul Kültür University, Article 17, for students on the ECTS Plan, as follows: students who fulfil the internship program would get a (C) or above grade; students who could not complete the internship program at the end of a semester would receive an (F). This grade will appear on the student’s transcript as an end-of-semester grade. Those who receive an (F) will have to repeat the internship program. The grade for the repeated internship program shall appear in the transcript that belongs to the term in which the internship is completed.

9. In case of a student’s objection to the results of the internship evaluation, it is the **Objection Committee** that is authorized to conclude the case in accordance with the Directive of Associate and Undergraduate Degree Programs of Istanbul Kültür University. In the Objection Committee, there shall be 1 member from the Internship Committee.

10. If the student can provide the Internship Committee with documents of any valid previous internship program completed while registered at another institution, the previous internship program shall be accepted by the committee.

11. Students who would want to do an optional internship are assessed with 1 ECTS point for 30 work-hrs spent in internship programs conducted either within the country or abroad. The transactions of the Optional Internship Program would be assessed within the scope of the
Compulsory Internship Program. However, the credits of a student who completes the Optional Internship Program successfully are listed as a footnote their transcript and stated in their diploma supplement, but are not included in their General Point Average (GPA). Students under the national (non-ECTS) credit system may also have those credits stated, if they so desire, as footnotes in their transcript and their diploma supplement, provided that the number of days spent in the internship is documented.

12. The specific terms and conditions related to doing an internship within the Erasmus program have been set up in the Erasmus Exchange Program Directive, which is part of the Directive for the European and International Center (AVUMER).

Execution and Implementation

Article 4- For students pertaining to the national (non-ECTS) credit system at the time that this Student Internship Program Directive went into effect, the previous internship directives and practices shall be in use.

Article 5- The provisions of this Student Internship Program Directive shall be conducted by the Rector/President of Istanbul Kültür University as of the date that they went into effect.