##  SAKARYA UNIVERSITY FACULTY OF ENGINEERING

**MANDATORY INTERNSHIP DIRECTIVE**

(University Senate Decision dated 22.05.2020, numbered 556 and numbered 06)

##  FIRST PART

**PURPOSE, SCOPE, BASIS AND DEFINITIONS**

1. **PURPOSE:** This Directive; Sakarya University Undergraduate and Associate Degree Education and Examination In accordance with the relevant articles of the regulation, it is to determine the basic principles of the application studies that the students studying in the undergraduate programs of the Faculty of Engineering have to do in order to reinforce their theoretical knowledge in practice.
2. **SCOPE:** This Directive; It covers the activities and principles related to the internships that the students studying in undergraduate programs of the Faculty of Engineering will do in their workplaces in the country and abroad.
3. **BASIS:** This directive is based on the Higher Education Law No. 2547, 5/b of the Law No. 5510,

Articles 87/e Social Insurance Transactions Regulation 11/6. It has been prepared in accordance with the Article and Sakarya University Undergraduate and Associate Degree Education and Examination Regulations.

1. **DEFINITIONS:** In this directive:
	1. University: Sakarya University,
	2. Faculty: Faculty of Engineering,
	3. Intern : The student doing the internship,
	4. Departent

: Relevant Department,

e) Internship Commission: The commission that carries out internship procedures in the relevant departments,

f) Internship/Work place: Domestic or foreign institutions where the student does his internship.

## SECOND PART GENERAL PRINCIPLES

**REQUIREMENTS OF INTERNSHIP:**

**Item-1:** Every student has the right to gain practical working experience and apply their ability.

In order to graduate in accordance with the Sakarya University Undergraduate and Associate Degree Education and Examination Regulations, in order to improve students' education, they have to successfully complete the required internships in accordance with the provisions of this directive and the internship application principles of the department.

## FORMATION AND DUTIES OF THE FACULTY INTERNSHIP COMMISSION

**Article-2:** Internship procedures are arranged by the Faculty Internship Commission at the Faculty level. Faculty The Internship Committee consists of the Heads of the Departmental Internship Committee. The head of the Faculty Internship Commission is selected by the members and appointed by the Faculty Administrative Board.

He is responsible to the Dean of the Faculty in his duties. The term of office of the Faculty Internship Committee is 3 years.

## Duties of the Commission

1. To ensure that the internship procedures are carried out in harmony with the departments in accordance with this regulation.
2. Informing the relevant department commissions in case of intern requests from institutions and ensuring that they are announced.
3. Examining the objections to the internship evaluations made by the Departmental Internship Commissions and making a decision to be submitted to the Faculty Administrative Board,
4. To find solutions to other problems that are not specified in the directive regarding internships throughout the faculty.

**FORMATION AND DUTIES OF THE DEPARTMENT INTERNSHIP COMMISSION**

**Article-3:** The Department Internship Committee consists of at least 2 members from among the department faculty members, 1 chairperson, and department faculty members assigned for 3 years by the department chair. The chairman and members may be reappointed.

**Duties of the Commission**

1. All internship activities of department students are planned, implemented and supervised by the Department Internship Committee within the framework of this Directive and Departmental Internship Practice Principles. The Departmental Internship Committees decide on the acceptance or rejection of the internship in whole or in part, after examining the internship document (notebook, electronic document, etc.) of each student and as a result of the oral/written exam.
2. The responsibility and responsibility of finding internship places rests entirely with the student. The suitability of the place is finalized with the approval of the internship commission.
3. Each department prepares an internship guide suitable for its own needs and announces it on the department's web page. In this guide;
	* Definition of internships,
	* The purpose and expectations of the internships,
	* The criteria foreseen for suitable internship places at each internship stage,
	* Internship site selection, application for internship and department approval process and forms,
	* The format, writing rules, approval process of the content and delivery time of the internship document,
	* The process of evaluating the internship work by the workplace and conveying the results of the evaluation to the department,

-The process of evaluating the internship by the department and recording it on the grade status document is explained with all its conditions and rules. Internship Acceptance Form, Internship Document in the annex of the guide

Draft and Internship Evaluation Form samples are included.

**INTERNSHIP DURATION**

**Article-4:** During the education period, the students of the Faculty of Engineering are obliged to do an internship for **40 working days ,** consisting of two parts of 20 days (working days) without interruption, in accordance with the internship programs organized according to the characteristics of each department . All internships in the same enterprise are decided by the Department Internship Committee. In order to be able to do the first internship, the student must have taken all the courses of his/her department program at least in the first two semesters. In special cases, the Faculty may allow the applicant to do an intermittent internship.

The Board of Directors may decide.

**Article-5:** Internships are outside of the periods covering the teaching and exam periods and the Faculty Internship

It is done between the dates determined by the commission. The student must have succeeded in all courses except internships or not re-registered during the academic year.

has the right to do internship.



**Article-6:** In cases of emergency, the total duration of internship and the conditions or exemption of the internship are decided by the Faculty Board.

**DETERMINATION OF WORKPLACES TO BE MADE INTERNSHIP**

**Article-7:** Internships are done in public or private institutions that comply with the criteria and conditions determined by the departments. In order to be able to do an internship in any institution, at least one engineer who is an expert in the field of internship must be working in that institution. The departments decide on the condition that the related engineer is a graduate of the same or related department as the trainee.

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**Article-8:** Intern students are required to start their internship in places deemed appropriate by their departments. Internship application is accepted after submitting the Internship Acceptance Forms to be approved by the relevant institution and given the internship dates to the Dean's Internship Unit and receiving approval. Otherwise, students' insurance transactions **cannot be made** and their internships cannot be accepted. **Work Accident and Occupational Disease Insurance is** provided by the Faculty for each intern student within the scope of the Social Insurance and General

Health Insurance Law No. 5510 .

### RESPONSIBILITY OF WORKPLACES

**Article 9:** The workplace authorities are expected to guide the trainee students participating in the internship in a way that will improve their professional practices. Workplaces are responsible for informing the interns about Occupational Health and Safety at the beginning of the internship, applying the rules and providing the necessary conditions. The workplace should never start an uninsured student for an internship.

### RESPONSIBILITY OF INTERNSHIP STUDENTS

**Article-10:** Every student doing internship must comply with the following obligations:

1. He is obliged to comply with the working and safety rules, order and discipline of the workplace and not to damage all kinds of places, tools, materials, machinery, tools and equipment used in the workplace.
2. It is obliged not to disclose all trade secrets, information and confidential documents belonging to the workplace.
3. A student who does not have a valid insurance cannot start the internship.

Any responsibility arising from the failure to fulfill these obligations belongs to the student. In this case, action is also taken against the student in accordance with the Higher Education Institutions Student Disciplinary Regulation.

### WORKS TO BE DONE DURING THE INTERNSHIP

**Article-11:** Internship document, in Turkish, in accordance with the rules of writing and pictures.

prepared with sentences. The relevant department decides on the necessity of preparing the document physically or electronically and states it in the Internship Application Principles. The intern fills in the relevant fields in accordance with the instructions for preparing the internship document. Students who do their internship abroad can fill out the internship document in English. For notebooks written in other languages, Turkish translation is required. In the internship document,

the student has to explain all the issues required in the Department Internship Program in the order specified in the program.

**Article-12:** The student fills out the internship document at the workplace during the internship period. Study

If the trainee has prepared the document physically (notebook) at the end of the period, all pages must be signed by the responsible engineer at the workplace and the first and last pages must be approved and sealed by the workplace official. If the trainee has prepared the document electronically, the company authorities must approve it electronically.

### EVALUATION OF INTERNSHIP WORK

**Article-13:** Internship document must be submitted by the date specified by the Department Internship Committee and the student must verbally defend his internship to the commission.

**Article-14:** The **“Internship Evaluation Form (SDF)”** delivered to the student from the relevant department before the internship is filled in confidentially and approved by the business at the end of the internship.

The name, title and task of the approving business official are clearly stated and put in the envelope. The SDF in a closed and approved envelope is delivered to the relevant Department by the student. SDF delivered without approval or in an open envelope will be deemed invalid. In order for the internship document to be evaluated

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The SDF must be delivered to the relevant Internship commission member. The student is responsible for following up the delivery of the document to the relevant internship commission member.

**Article-15:** Considering the evaluation in the SDF filled by the enterprise

As a result of the interview made by the internship commission, the student's internship grade is given.

**Article-16:** As a result of the evaluations, an internship grade is given in accordance with the Application Principles of the Associate Degree and Undergraduate Education-Training and Examination Regulations. Students who are completely or partially **"Failed"** have to complete the missing part of their internship.

The department heads are responsible for announcing the evaluation results to the student and conveying the internship grade to the relevant unit.

**Article-17:** Students who come to the faculty via lateral or vertical transfer

Acceptance of the internship in which they are successful at the Faculty or School (maximum 20 working days) It depends on the decision of the Department's Internship Committee. In order for the Internship to be accepted;

* The student's application to the department internship commission with a document showing the name, place and date of the internship,
* It should not be more than 5 years from the date of the internship.

**Article-18:** The student can do internship in the enterprises that he/she finds within the scope of Educational Mobility or abroad with his/her own means. Approval of the Departmental Internship Committee is required for internship applications abroad. Internships abroad must be carried out in accordance with the Department's Internship Practice Principles and the provisions of this directive.

**Article-19:** Departments provide training and education provided that they are not contrary to the provisions of this directive. It determines its own internship application principles in a way that responds to the needs and characteristics of the curriculum, and the **“Departmental Internship Application Principles”** are submitted to the Faculty Board for approval after the opinion of the Faculty Internship Commission.

### Validness:

**Article-20:** This Directive has been accepted by the Faculty Board and approved by the Senate. enters into force on the date.

### Executive:

**Article-21:** The provisions of this directive are executed by the Dean of the Faculty of Engineering.

### Valid for "between the end of the 2019-2020 spring semester and the beginning of the 2020-2021 fall semester" Temporary Items:

**Provisional Article 1:** Article-4 will be applied as follows:

If students who have not completed their internship up to 20 working days and who have graduated at the end of the spring or summer term apply with a petition, they can receive projects, homework, etc., in the type and scope to be determined by their department. can present a work to the internship commission. His work is evaluated and an internship grade is given in accordance with the Application Principles of the Associate Degree and Undergraduate Education and Examination Regulations.

**Provisional Article 2:** According to Temporary Article 1, Articles-7, 8, 9, 10, 11, 12, 14, 15 are not applicable for students who want to complete their internship.