

KADIR HAS UNIVERSITY
Kadir Has Vocational School
Regulation Concerning Internships

PART I
Aims, Content and Legality

Aim

ARTICLE 1 – (1) The aim of requiring students to undertake internships is to ensure that they become acquainted with professional life, working conditions and business relations, and bolster their theoretical knowledge and educational experiences with practical knowledge so that they can take the first step towards their careers.

Content

ARTICLE 2 – (1) This regulation contains the guidelines and principles of the mandatory internship for students of the Kadir Has Vocational School who register in and after the 2012-2013 academic year.

Legality

ARTICLE 3 – (1) This regulation has been prepared in accordance with the stipulations in Clause 8 of Article 18 in the Kadir Has University Regulation for Associate and Bachelor's Degrees.

PART II
Principles Regarding Internships

Duration and timing of internships

ARTICLE 4 – (1) Each student must successfully complete his/her thirty day internship in order to be eligible for graduation. During the internship, every day except Sundays shall be counted as a work day, and Saturday may be counted as a work day if the student submits an official letter stating that work is carried out on that day as well.

(2) At the earliest, a student can do his/her internship at the end of the second semester. Internships shall be done outside of class time and exam periods. If a student has completed the fourth semester at the university but cannot graduate because of incomplete coursework, he/she may do internship work during the semester on days that he/she does not have any classes pending the approval of the internship committee.

Place of internship

ARTICLE 5 – (1) Internships must be done at firms at which the equipment and personnel have been approved by the internship committee.

Responsibility

ARTICLE 6 – (1) Students are responsible for ensuring that they submit complete and up to date contact information. If the internship committee is unable to contact the student, the student shall be held responsible.

Internship report

ARTICLE 7 – (1) Students must prepare an internship report and have it approved by the person in charge at the workplace. The student must then submit this approved internship report along with an internship evaluation form (in a closed envelope) received from the person in charge at the workplace by the deadline specified by the internship committee. The internship evaluation form shall indicate the opinions of the person in charge at the work place as regards the performance of the student. The internship shall be deemed invalid if these criteria are not met.

Evaluation of the internship

ARTICLE 8 – (1) The internship committee shall submit the internship report and the internship evaluation form to the program directors for evaluation. After examining the internship notes and if necessary contacting individuals in charge at the workplace where the internship was carried out, program directors shall then inform the internship committee about their decisions. The decision of the program director shall be: "Corrections needed," "Rejection" or "Approval." If a student who has been requested to make corrections properly does so and resubmits his/her notebook within ten days, his/her internship results shall be submitted to the Student Affairs Office along with the results of students who have

received an approval decision. Internships which are not accepted may not be done again at the same workplace the following year.

(2) If it is discovered that the internship was done in unethical ways (including plagiarized notebooks, false signatures, or faked internships), the student shall be referred to the disciplinary committee.

Graduation

ARTICLE 9 – (1) When the internship committee decides that a student has successfully completed his/her internship, the student shall then be deemed eligible for graduation.

PART III Other Provisions

Void regulations

ARTICLE 10 – The regulation entitled “Kadir Has University Technical Sciences Vocational School Student Training at the Workplace” dated the 15th of January 2001 and numbered 2001-01 and the regulation “Kadir Has University Social Sciences Vocational School Student Training at the Workplace” dated the 21st of December 2000 and numbered 2000-11 are hereby null and void, inclusive of any modifications therein.

Validity

ARTICLE 11 – This regulation was proclaimed valid on the 10th of April, 2013 upon the decision of the University Senate, and it shall be effective as of that date.

Instatement

ARTICLE 12 – This regulation is hereby instated by the Director of the Vocational School.