

**KARABUK UNIVERSITY**  
**INTERNSHIP DIRECTIVE OF VOCATIONAL HIGH SCHOOLS**

**THE FIRST SECTION**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**Article 1:** The purpose of this directive: The purpose of this directive is to regulate procedures and principles that the headship, the workplaces and the students must obey for the purpose of enabling the students studying at Vocational High Schools of Karabuk University to learn the practices of the knowledge that they have taken at their vocational classes, support the practices that they have taken through their education by revising, complete their own shortcomings, improve their abilities, give chance them to learn by following the innovations of state-of-the-art-technology, learn by the experience of the workplace, production, administration, the relationship between the employer and the employee, job security by working at the real business life and prepare the students for business life, conduct the job and the processes concerning the internship practices that they will perform at the workplaces in order to provide them to be employed by giving a chance for them to be tested and known by the employers.

**Scope**

**Article 2:** This directive covers the rules and the activities which are related to the education, training and internship at the workplaces that are up country and abroad that the students at Vocational High Schools of Karabuk University will have.

**Basis**

**Article 3:** This Directive has been prepared on the basis of both the 4th article of the Law number 4702 and the supplementary item -24th article supplemented the law of higher education of the law number 2547, the law number 5510 of Social Security Institution Law enacted on the date of 01/10/2008 and the 6th article of Regulations for Education and Training and Examination of Karabuk University.

**Definitions**

**Article 4:** Cited on this directive;

**Rector:** "Karabük University Rector

**VHS:** Vocational High School

**DOHCS:** Department of Health Culture and Sports

**SSI:** Social Security Institution "

**Office:** public and private institutions and enterprises producing goods and services

**The Supervisor Instructor:** The person responsible for supervising the interns," have stated.

**THE SECOND SECTION**  
**The Internship Committee, Its duties and responsibilities**

**The Internship Committee**

**Article 5:** An internship committee is founded one each for the concerning departments in order to perform the internship processes of the students who have studied at Vocational High Schools. Each Committee is created by the President of Internship Committee and at least two councilors of internship committee. The President of Internship Committee is appointed among the instructors of related departments by Head of Department. The Councilors of Internship Committee are determined by the Head of Department. The Councilors of Internship Committee consist of both one person responsible for one programme of every programme of related department and the instructor responsible for evaluating the internship performances of the students.

**Duties and Responsibilities of Internship Committee**

**Article 6:** These are the duties of Internship Committee of Vocational High Schools:

- a) Conducting meetings in order to obtain the necessary preliminary information to do internship and training of the students of Vocational High School in accordance with the provisions of this directive.
- b) Organizing to arrange and make the documents used in internship ready to be published on time.
- c) Cooperating with the related units regarding to provision of internship places for students.
- d) Dispensing students to their internship places.
- e) Controlling the activities of internship.
- f) Assessing the students' internship files and appendixes if there are through examining the confidential register filling card that the internship coordinator has prepared about the student at the end of internship.
- g) In assessment, to check whether the student carries out the internship program or not, whether the file is filled according to technique or not, whether it contains the desired information or not, and when it is required, to call for the student for interview.
- h) Detecting the students whose internships are accepted and not, and reporting them to the management, and announcing them.
- i) Doing other works related to internships.

## **THE THIRD SECTION**

### **Internships**

#### **Time and Duration of Internship**

**Article 7:** Students can do internship dating from 2. semester in their study period.

**Article 8:** Duration of internship is 30 days. The students who want to do internship more than 30 working days can do up to the 60 days of internship in case internship insurance premiums and insurance processes are met by themselves or by the workplace in which they do internship.

The students of the programs that make professional practice in the study period are evaluated out of the duration of 30 days internship stated above.

Internships are done each year according to the calendar determined by Internship Committee. The education continues with internship in- year internship.

The student can work overtime when he/she wants or due to the job. Overtime is not taken into account in the duration of internship as the duration of the internship is calculated as day. Week and festive holidays are not counted as internship days.

**Article 9:** A temporary certificate of graduation and diploma are not issued for the students who have succeeded in all the courses which are compulsory and become graduates until they complete their internship.

#### **Place and Provision of Internship**

**Article 10:** Places of Internship can be one of domestic or foreign-owned public or private sector factories – companies that Internship Committee will accept and are convenient to the features of the program, and the workplaces having the qualification including the internship program which are determined by department chair.

**Article 11:** The student must find his/her internship place. However, department chair can help to find the internship place. Opportunities provided by public institutions, professional associations and private sector are announced on the boards of Vocational High Schools.

**Article 12:** In case there are applications for the paid or unpaid internship more than the quota taken from public or institutions, the applications are placed after being assessed according to the state of success and the result of the interview made by internship committee.

#### **Beginning to Internship**

**Article 13:** The student applies to the workplace first with the application form showing that he/she wants to do internship. After being approved by the workplace, he/she applies to Internship committee. The application of the student is evaluated by Internship Committee and it is decided whether the student can do internship in that institution or not. When required, detailed information can be asked about the internship place. The students whose

applications have been accepted begin to internship according to the calendar determined by Internship Committee.

**Article 14:** The student whose application has been approved cannot change this internship place without having an excuse accepted by Internship Committee and giving information to the committee.

### **Implementation of the Internship**

**Article 15:** The students doing internship have to write any information, formula and schemes related to their internship to their internship books. When necessary, plans, projects, catalogs, etc. can be annexed to the notebook. Internship notebook is kept according to the method stated in internship principles, and each page of it is signed and sealed by the authorities of the internship institution.

### **Facilities to Be Provided to the Students Doing Internship**

**Article 16:** Workplaces accepting intern ensure interns to benefit from the facilities which they offer to their own staff.

### **Rules to Be Obeyed in Internship Place**

**Article 17:** The following rules are obeyed in internship period.

- a) The works are carried out personally in the workplace, all of the rules valid in the workplace and regulations have to be absolutely obeyed.
- b) Working hours of the workplace should be obeyed.
- c) It is not forgotten that they go to the workplaces to learn, not as supervisors.
- d) Positive relations are established with all of the staff, particularly with the managers, of the workplace.
- e) At the workplaces, the staff cannot be forced to gather information except for the information given. It should not be forgotten that each workplace has a specific privacy within the framework its policy, and it should not be tried to gather information about the subjects which are very special for the workplace and which make it feel uncomfortable when they are learnt.
- f) The internships of the interns acting contrary to, or having lack of continuity for three consecutive days without permission or excuse, or having 10% lack of continuity of internship duration during internship period are ended, and the situation is reported to Management of Vocational High Schools. In this case, the intern does not have the right to claim legitimate demand.
- g) Provisions of Karabuk University Student Disciplinary Regulations are also valid for the intern students during the internship.

## **Internship Abroad**

**Article 18:** Students studying at Vocational High School can do their internships, perform their training and application abroad as well, on condition that they don't hinder their usual curriculum. The student gives their abroad admission document in related Department of Internship Committee of related Vocational High School. By this demand, it is evaluated by the related department of Internship Committee and decided if they do internship abroad or not. The student who is to do intern abroad must bear the cost of insurance transactions, insurance costs and all the operations and fees and so on.

Students completing their internship abroad give their internship documents in the related department of Internship Committee of related vocational high school, and the ones chosen are approved by the Internship Committee.

## **THE FOURTH SECTION General Provisions**

### **Internship Exemption**

**Article 19:** Distance learning students may demand for internship exemption with the document showing that the student has worked somewhere concerning their department or programme and the service scheme showing that the student has worked somewhere at least one year on condition that the student is registered to the Institute of Social Security.

Under these circumstances, the student may apply to the Directorate of Vocational High School with the Internship Exemption Document and the service scheme of Social Security Institution. The states of the students are evaluated by the Department of Internship Committee of Vocational High School and the students may be exempted from internship in consequence of the evaluation.

The previous internships admitted by former department of the student enrolling in a school by undergraduate transfer are evaluated by internship committee on condition that they are certified and the admission of the student is at the discretion of the internship committee.

### **Success at Internship**

**Article 20:** The acceptability and the success of the students studying at Vocational High Schools are evaluated by the Internship Committee.

The student completing their internship give their file concerning the practice and the activities during their internship and the internship evaluation document as signed and stamped in a sealed envelope in the Directorate of Vocational High Schools by a petition either by hand or by post for the purpose of analyzing and evaluating within the registration term of at the latest of the first lesson following the completion of internship. The Internship Committee makes an evaluation by considering the present internship record book or file, the internship evaluation document sent by the employer, the report sent by the visiting lecturer if available. The Internship Committee may make corrections on the file if needed. If they find

the file sufficient in terms of form and content, the committee may accept the student's internship, also it may make the student have an interview or perform an application.

### **The Circumstances that the Internship will be rejected**

**Article 21:** Internship Files are rejected as a result of reviewing by Internship Committee in the following cases:

- a) on realising that the place of internship does not have any required specification,
- b) if the length of the internship is not completed,
- c) if the internship document is missing,
- d) if the Internship document is delivered on time,
- e) if it is determined that the internship hasn't been done properly.

### **Supervisor Instructor**

**Article 22:** The instructors that will be selected by related Internship Committee are appointed as Supervisor Instructors for the purpose of checking the interns at the places of internship at least one time during the internship period.

If it is hard or impossible to be supervised by the related instructors of that vocational high school owing to the fact that the places of internship are far away from vocational high schools in terms of geographically settlement, it is benefited from the instructors of vocational high school that is closest to geographically settlement where the place of internship is located for the purpose of supervising. However, in situations when there are no alternatives to that, it is resorted benefiting from the other departments' or public institutions' personnel. In the wake of supervising, the instructor compiles a report and gives it in the Internship Committee. When there are no possibilities of doing that, the duty may be fulfilled by way of illustration.

### **The Case of Illness and Accident In the Course of Internship**

**Article 23:** The intern becoming ill in the course of internship, or not going on the internship for over three days on account of their illness, or having an accident cannot go on their internship, namely, the authorities put internship on hold, and the Internship Committee is informed about the intern's situation. The Internship Committee decides on the student's situation.

The intern's sick leave length is added to the internship period, however, that length cannot exceed the time limit of the half of the total time.

### **Internship Final Evaluation Report**

**Article 24:** Internship Committees of the departments report evaluation results of internship to the Directorates of Vocational High Schools on a petition appendix. Directorates of Vocational High Schools take a directory decision related to the internship evaluation results,

and report to Office of Student Affairs, and it is ensured that the grades are entered to automation system of student affairs by Vocational High School.

### **Procedures of Social Security Institution Related to the Internship**

#### **Article 25:**

a) An officer is authorized by Director of Vocational High School for the works related to the internship and the procedures of social security of the students of Vocational High School, and it is reported to the related institutions (Rectorship, Social Security Institution, and Regional Directorate of Labor).

b) At least one day before the student begins the internship, the insured is reported to Social Security Institution by being arranged the statement of employment.

c) "Workplace Output Statements" of the students completing their internships are prepared and reported to the relevant institutions (Office of Health, Culture and Sports of Our University and Social Security Institution) in due time.

d) "Workplace Output Statements" are prepared for the students not completing their internship for any reason, and reported to the relevant institutions (Office of Health, Culture and Sports of Our University and Social Security Institution) in due time.

e) In order not to confront with a penal sanctioning in the context of paying the premiums, it is sent to Office of Health, Culture and Sports at least 15<sup>th</sup> of the month following the month in which the internship has been done.

f) Internship insurance premium paid by Office of Health, Culture and Sports is taken from the students not doing their internships despite declaring they would.

### **THE FIFTH SECTION Last Provisions**

#### **Implementation**

**Article 26:** This directive goes in effect on the date accepted by the Senate of Karabuk University.

#### **Executive**

**Article 27:** Rector of Karabuk University executes the provisions of this directive.

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It was accepted by the senate decision with the number 2011/10-116 and the date 09/06/2011.

