

Directive of Internship Application in Karabuk University

PURPOSE:

Article 1: The purpose of this directive is specifying requirements of starting an internship for students according to the education programme of the relevant department of the faculties. Moreover it reinforces theoretical knowledge and skills learned in the study period of the students and it supplies increasing of professional experience. Another purpose is that stating rules will be obeyed by students in the internship and services will be provided by the business.

CONTENT:

Article 2: Directive of internship Application contains internship requirement to start for the students in the related department of the faculty which should implement internship.

THE LEGAL BASIS:

Article3: That directive was prepared according to 4 and 6 article in examination and education regulation of associate and undergraduate in Karabuk University.

INTERNSHIP PERIOD AND DEPARTMENTS

Article 4: The students of the faculties which have implementation of internship are supposed to do internship during their four years education. These internship programmes are prepared according to internship types and professional issues. Internship periods and departments are on the following table.

FACULTY	DEPARTMENT	TERM	TIME/PERIOD
Technical Training Faculty	Casting Teaching	2	25 working days
Technical Training Faculty	Metal Teaching	2	25 working days
Technical Training Faculty	Metal Teaching (evening education)	2	25 working days
Technical Training Faculty	Automotive Teaching	2	25 working days
Technical Training Faculty	Automotive Teaching (evening e.)	2	25 working days
Technical Training Faculty	Decoration and Construction Teaching	2	25 working days
Technical Training Faculty	Decoration and Construction Teaching (evening e.)	2	25 working days
Technical Training Faculty	Instillation Teaching	2	25 working days
Technical Training Faculty	Instillation Teaching (evening e.)	2	25 working days
Technical Training Faculty	Computer Teaching	2	25 working days
Technical Training Faculty	Teaching Machining	2	25 working days
Technical Training Faculty	Teaching Furniture and Decoration	2	25 working days
Fethi Toker Faculty of Fine Arts and Designment	Architecture	2	25 working days
Engineering Faculty	Mechanical Engineering	2	25 working days
Engineering Faculty	Metallurgical and Materials Engineering	2	25 working days

Article 5: On Saturdays when the students intern in workplaces in which employees work on Saturday are included the duration of internship.

Article 6: It is suitable that students can intern in the training centres they find or they can intern the training centres which are arranged by internship commission. Deanship applies the foundations which are decided by the internship commission for internship. The student who finds his own training centre applies internship commission with an acceptance

certificate given by the training centre. If the internship commission find the foundation suitable, the students can intern in this foundation.

The students who are indicated in the article 8 are supposed to find their own training centre.

Article 7: At least one of the internship can be done in the foundation supplying scholarship for the student. Also all internships of the scholar can be done in the same foundation supplying internship for the student if internship commission considers it suitable.

Article 8: The student whose training centre is determined is supposed to do his internship in this foundation if there is not any acceptable accuse. Internship commission decides whether to find any training centre for following year for the student who didn't go the training centre found by the internship commission.

Article 9: Missing days of the internship with the permission of the training centre because of some accuses like losing a relative or illness must be completed just after the internship in the same internship period. Otherwise the internships must be repeated in the next terms.

Article 10: The student wanting to do his internship abroad moves according to the procedure of IAESTE (International Association for Exchange of Students for Technical Experience).

The acceptance of internship is decided by the internship commission of the department according to the registry report, training record book of the student and internship report brought from abroad.

Article 11: Abroad internships are executed according to principles of IAESTE and regulation of Faculty Board of Directors.

Article 12: Foreign students can do only one of their internships in their countries.

INTERNSHIP PROGRAMME AND IMPLEMENTATION

Article 13: The students who must do three internships in their education period are supposed to add internship courses at the beginning of the spring semester. That starts second half of the year at the earliest. Thus the students do their internships in summer months at the end of the semester.

Article 14: The students who must do two internships in their education period are supposed to add internship courses at the beginning of the spring semester. That starts fourth half of the year at the earliest. Thus the students do their internships in summer months at the end of the semester.

Article 15: The students failing internship or having missing internships in spite of the end of the eighth semester can do internships in their education period taking into account to obligation to participate in the other courses. Internship commission must confirm this demand. It is a fact that students can do only an internship for each term.

Article 16: The students studying a different high education intuition and register one of the departments of the Karabuk University apply to internship commission for being exempt from internships which they were successful. That demand is discussed at Faculty Board of Directors if internship commission and head of department think that demand is appropriate.

Article 17: The students who will do internships provide related documents like registry certificate, training record books in the office of student affair for a fee.

Article 18: Details about internships like types of internship or rules for preparing training record books are declared by internships commission of the department.

Article 19: Students do their internships in the sections of the programs which are thought to be appropriate by their departments. The students are supposed to adapt all kinds of changes which training centre make.

Article 20: If it is necessary, faculty instructors appointed by the department control interns in the training centre and report it to head of the department.

Article 21: Students' training centres which are decided by the department are declared to the students with a list. Also a list of students who will intern is sent to the management of the training centre.

Article 22: The student must comply with the disciplinary and security rules of the training centre. Internship of the student which is terminated because of acting contrary to the discipline is presumed invalid.

Article 23: The student takes note all observations and studies during the internship on his training record book. After the internship, that training record book is examined and approved by the authority.

Article 24: After the internship, training centre sends one of the training evaluation forms of the students with a sealed envelope to deanery of the faculty. The other one is kept in the training centre.

Article 25: The student will have given the training record book signed by the authorities of the institution by the end of the term when he does his internship. In the summer term internships the student will have given the training record book to the secretary of the related department by the end of the August in the same year. Registry certificates which are sent to students affair of the faculty are delivered secretary of the related department.

SUCCESS AND FAILURE IN INTERNSHIP

Article 26: Internship commission categorizes the training record books according to type and subject of the internship and gives the training record book to the related instructors. They examine them and they are responsible for approval of these training record book.

Article 27: If it is necessary, internships commission can interview with the student about internship and evaluate the student whether he is successful or not.

Article 28: Students must repeat their internships if the internship commission decides they are invalid.

Article 29: Students object to decision of the internship commission under the supervision of the department chair.

Article 30: Faculty board of management decides any matters not covered in this direction.

ENFORCEMENT AND EXECUTION

Article 31: This direction enters in force for implementation beginning from 2008-2009 academic years when senate accepts it.

Article 32: Deans of faculty of Karabuk University execute provisions of this direction.

THE RULES THAT HAVE TO BE FOLLOWED DURING THE APPRENTICESHIP

Item 1- The student has to follow all rules of the workplace where s/he does the apprenticeship.

Item 2- The student has to obey to dress directive workplace where s/he does the apprenticeship.

Item 3- Workplace of the apprenticeship cannot be left without permission(even to come to university).

Item 4- The student has to obey all the commands and warnings of the superiors and managers who are in the apprenticeship place.

Item 5- Inconvenient manners necessitate the Student Discipline Directive to be applied, so the apprenticeship of the student cannot be accepted.

Item 6- The workplace has to inform the Faculty Deanery about the inconvenient manners of the student in paper immediately.

Item 7- The workplace has to insure the intern.

Item 8- The place where the apprenticeship is done doesn't have to pay to the intern.

Item 9- The report prepared by the intern has to be signed daily by the authority.

Item 10- Our students strictly cannot be send on an errand or made to do the cleaning, tea-coffee service.

Accepted with the date of 02/07/2008 and Senatus Consultum with the number of 2008/5.6