

**ALTINBAŞ UNIVERSITY**  
**SCHOOL OF FINE ARTS AND DESIGN**  
**INTERNSHIP DIRECTIVE FOR STUDENTS**

**Objective**

**ARTICLE 1**

(1) The objective of this Directive is to help undergraduate students attending School of Fine Arts and Design enhance the theoretical and practical knowledge/experience they gained during their studies, provide them with the necessary information on the internships they will carry out with the aim of having a better understanding of the business world, and set forth the procedures regarding the internship.

**Scope**

**ARTICLE 2**

(1) This Directive shall consist of fundamental principles covering the internship, and the rules on its implementation and evaluation. All undergraduate students attending School of Fine Arts and Design are required to carry out an internship pursuant to the Regulation for Associate's and Undergraduate Degree Education. Insurance premiums of student interns shall be paid by Altınbaş University President's Office, and the insurance procedures shall be carried by the Career Development Center.

**Basis**

**ARTICLE 3**

(1) This Directive is based upon the Article 29 of "*Altınbaş University Regulation for Associate's and Undergraduate Degree Education*".

**Definitions**

**ARTICLE 4** – (1) The following terms used in this Directive have the meanings specified;

- a) Department: Departments functioning under Altınbaş University School of Fine Arts and Design,
- b) Host Company/Organization: Company /Organization where the student will carry out his/her internship,
- c) Internship Committee: Internship Committees formed under the authority of Altınbaş University School of Fine Arts and Design,
- d) Intern: Any student, enrolled at Altınbaş University School of Fine Arts and Design, carrying out an internship,
- e) University: Altınbaş University.

**Internship Application Period**

**ARTICLE 5**

(1) In order for students to start their internship, they are required to have attended associate/undergraduate degree studies at least for 4 semesters.

(2) Internship can be performed during summer break and/or mid-term break provided that it does not overlap with the class and examination period according to the academic calendar. This rule shall not apply to students who have successfully passed all classes and who are required to do an internship in order to graduate; and to those who are not required to attend all classes they've taken.

(3) Internship application documents shall be submitted to Career Development Center at least 15 days before the internship start day. Prospective interns shall enroll in internship course as soon as Summer School registration period begins.

## **Duration of Internship**

### **ARTICLE 6**

(1) In order to graduate, students are required to carry out an internship for 30 business days in total in a private and/or public company/organization either in Turkey or abroad.

(2) Internships can be carried out abroad upon recommendation of Department Head and approval from Dean. Students shall be responsible for providing a notary certified translation of the documents they have received from the respective companies/organizations.

(3) Pursuant to Law No. 3308 on Vocational Training and the Article 5/sub-paragraph (b) of Law No. 510 on Social Security and General Health Insurance, University shall ensure that all students, who are subject to carry out internship, are covered by the “Insurance Against Work Accidents and Occupational Diseases”; the University shall also be responsible for paying the insurance premiums of student interns. In case that a student is not a dependent, s/he shall be subject to the provisions for general health insurance. For that reason, students are required to complete the ANNEX-1 in full and submit it in timely manner in order for the insurance procedures can be carried out.

## **Internship Committee**

### **ARTICLE 7**

(1) Each academic department shall set up an internship committee so as to regulate and monitor students’ internships. Internship committees shall consist of at least 3 faculty members, one of them holding the title of “committee president” as assigned by the Department Head.

## **Choosing Host Company/Organization and the Required Approval**

### **ARTICLE 8**

(1) Academic departments shall establish contacts with companies/organizations and take every step possible to help students find a qualified host company/organization; however, students are in fact responsible for finding a company/organization interested in hosting interns. The relevance and conformance of the company/organization chosen by the student shall become final upon the approval of Department Head (ANNEX-1). Students are not allowed to switch company without the approval of Department Head.

(2) Students are allowed to carry out only certain part of their internship(s) by taking part in artistic, cultural and corporate activities held by Universities and other institutions affiliated with Universities. The host company/organization/institution shall have the required relevance in terms of being an institution producing/operating in the same field with the intern’s target area of internship.

(3) Student shall apply to his/her Department along with an approved and fully completed application form (ANNEX-1) signed and stamped by the host company/organization. Student may start their internship upon the approval of the Department Head. In the event that a student starts his/her internship without the approval of Department Head and Dean, his/her internship shall be invalid.

## **Internship Rules**

### **ARTICLE 9**

(1) The provisions of the Student Disciplinary Regulation for Higher Education Institutions No. 18634 of January 13, 1985 shall apply to all student interns during their internship.

(2) Student interns must adhere by the Rules and Regulations set forth by the host company/organization, covering working conditions, work discipline, work ethics, and work safety.

(3) University shall not be responsible for paying any salary/fee to student interns. University shall not be held liable for any financial relation between the student intern and the host company/organization.

(4) Student interns are required to write down the works they performed during their internships on the internship diary (ANNEX 3) and submit it to their Department along with the internship documents.

(5) Student interns must maintain good attendance at internship. In the event that a student fails to complete his/her internship due to force majeure or for justifiable reasons, Undergraduate School Administrative Board shall make a decision whether the student's partly attendance at internship will be deemed as a fully completed internship. In case of sickness/illness, a medical certificate given by a physician shall be processed after being evaluated by the internship committee.

### **Internship Committee and Host Company/Organization Evaluation of Internship**

#### **ARTICLE 10**

(1) Works performed by the student during internship shall be evaluated by both the Internship Committee and the Host Company/Organization separately.

(2) Internship Committee may conduct an oral interview with the student regarding the practical work s/he performed during internship if deemed necessary. In case that the internship report is considered to be inadequate by the Internship Committee, student may be asked to correctly rewrite it.

(3) Internships shall be evaluated as "Successful" or "Unsuccessful" taking account of business days as well. In the event that an internship is deemed unsuccessful, it shall be repeated.

(4) Any student deemed successful for his/her 30-business day internship, s/he shall be given the letter grade "S", in case s/he is deemed unsuccessful, s/he shall be given "U" grade.

### **Internship Evaluation Form**

#### **ARTICLE 11**

(1) When starting his/her internship, student intern is responsible for providing the supervisor at the host company with the Internship Certificate (ANNEX-2) and receiving it back in closed and stamped/sealed envelope at the end of internship. This Certificate shall be submitted to the respective academic department. The sections on the certificate relating to company and/or organization/institution details must be completed in full and approved by the host company/employer. Certificates without approval shall be deemed invalid.

### **Internship Report**

#### **ARTICLE 12**

(1) Student is responsible for submitting the Internship Certificate (ANNEX-2) (in a closed and stamped/sealed envelope) to his/her respective academic department no later than the specified deadline.

### **Archiving Internship Documents**

#### **ARTICLE 13**

(1) Internship documents shall be kept in the Undergraduate School archive for 10 (ten) years as of their acceptance date. Upon the expiry of their duration of safekeeping, internship documents shall be destroyed as appropriate by the respective Undergraduate School.

### **Internship Exemption**

#### **ARTICLE 14**

(1) Internship carried out by students, who are admitted to Altınbaş University through undergraduate transfer or vertical transfer, may be deemed valid by the approval of the Internship Committee provided that the internship they carried out (if there are any) while they have been attending their former higher education institution are properly documented. If there are any missing days, student shall fulfil the required internship duration. The status of students who request internship exemption shall be discussed and determined by the Internship Commission of the respective Undergraduate School, and the relevant documents shall be submitted to the Registrar's Office where they will be kept in student's file.

(2) Students enrolled in double major programs are required to do a 30-business day internship for both degrees. The validity and adequacy of internships shall be decided by the Internship Committees of both academic programs.

(3) Students attending also a minor degree program are required to do an internship only for their major degree. The validity and adequacy of internships shall be decided by the Internship Committees of the respective Undergraduate School.

#### **Course adaptation**

**ARTICLE 15-**(1) the provisions of Altınbaş University Regulation No.27967 on Associate's and Undergraduate Degree Education of 176/2011 shall apply with respect to the matters that are not stated herein.

#### **Effective Date**

#### **ARTICLE 16**

(1) This Directive shall be effective on the date approved by Altınbaş University Senate.

#### **Execution**

#### **ARTICLE 17**

(1) The provisions of this Directive shall be executed by the Dean of the School of Fine Arts and Design on behalf of the Altınbaş University President.

**ANNEX 1****ALTINBAŞ UNIVERSITY  
INTERNSHIP APPLICATION FORM****STUDENT INFORMATION**

Name and Surname of the Student	
Student Number	
TR Identity Number	
School / Program / Year	
E-mail Address	
Phone Number	
Residential Address	
Date	
Signature	

**APPROVAL OF DEPARTMENT / SCHOOL / GRADUATE SCHOOL**

Approved by (Name, Surname and Title)	
Approval Date	
Signature	

**APPROVAL OF THE HOST COMPANY/ORGANIZATION**

Name of the Host Company/Organization	
Address	
Field of Activity	
Phone Number	
Fax No	
E-mail Address	
Web Address	
Internship Start Date	
Internship End Date	
Duration (business days)	
Approved by (Name, Surname and Title)	
Approval Date	
Signature and Stamp	

**SSI RECORD and APPROVAL OF THE HUMAN RESOURCES DEPARTMENT**

Are you covered by SSI or Bağkur (Social Security Organization for Artisans and the Self-Employed) through your family? Mark as appropriate.	Yes ( ) No ( ) Signature
SSI Registration Date	
Approved by (Name, Surname and Title)	
Approval Date	
Signature	

This document shall be made in 3 original copies, approved by the relevant persons and submitted to the Department/School/Graduate School Internship Coordination Office at least two weeks before the internship start day.

**ANNEX 2****ALTINBAŞ UNIVERSITY  
INTERNSHIP CERTIFICATE****Student Information**

Name and Surname	
Student Number	
Department	

**Host Company/Organization**

Business/Trade name	
Address	
Internship Start Date	
Internship Completion Date	
Total Duration of Internship (Days)	

**Internship Work Summary**

Name of the Department/Unit at the Host Company/Organization	Duration (days)	Works performed by the intern during the internship

**Evaluation**

	Grade (*)	Additional remarks
Professionalism; punctuality, attendance		
Effort and discipline applied by the intern during his/her internship		
Interpersonal skills with peers and supervisors		

\* 5 (Excellent), 4 (Good), 3 (Average), 2 (Adequate), 1 (Poor)

**Approval of the Unit Manager**

Name-Surname/Title	
Date	
Stamp and Signature	

# ALTINBAŞ UNIVERSITY

## STAJ DEFTERİ

*Internship/Training Diary*

<b>ÖĞRENCİNİN ADI SOYADI</b> <i>Name and Surname of Student</i>	
<b>NUMARASI</b> <i>Student ID Number</i>	
<b>BÖLÜMÜ</b> <i>Department</i>	
<b>STAJ DERS KODU</b> <i>Internship Course Code</i>	
<b>Staj Yapılan Kuruluşun Adı</b> <i>Name of the Host Company/Institution/Organization</i>	





# GÜNLÜK RAPOR

*Daily Report*

(Her gün için ayrı sayfa kullanınız/Use a separate page for each day)

TARİH <i>Date</i>	
BÖLÜM <i>Department/Unit</i>	
YAPILAN İŞ <i>Work Performed</i>	

(Bu kısımda yapılan işler günlük olarak açıklanacaktır. Yapılan işle ilgili ayrıntılı teknik bilgi ayrıca Genel Rapor kısmında verilecektir.)

(In this section, explain in detail your daily work performed, as a diary. Give detailed technical information about the work performed separately in the General Report section.)

# HAFTA BAZINDA YAPILAN ÇALIŞMALAR

*Weekly Work Performed by the Intern*

(Her hafta için ayrı sayfa kullanınız/Use a separate page for each week)

## WEEK I

HAFTA BAŞLAMA TARİHİ / <i>Week Starting Date</i>	
HAFTA BİTİŞ TARİHİ / <i>Week Ending Date</i>	

GÜN / <i>Days</i>	YAPILAN İŞLER / <i>Work Performed</i>	ÇALIŞILAN SAAT SAYISI / <i>Hours Worked</i>
PAZARTESİ / Monday		
SALI / Tuesday		
ÇARŞAMBA / Wednesday		
PERŞEMBE / Tuesday		
CUMA /Friday		
CUMARTESİ / Saturday		
PAZAR / Sunday		

ÖĞRENCİNİN İMZASI / <i>Signature of the Student</i>	
ÇALIŞTIĞI BÖLÜM / <i>Department/Unit</i>	
KONTROL EDENİN ADI ÜNVANI <i>Name and Title of the Controlling Supervisor</i>	
İMZA ve KAŞE / <i>Signature and Stamp</i>	

# GENEL RAPOR

## *General Report*

(Bu kısımda yapılan işlerle ilgili teknik rapor yazılacaktır. Genel Rapor ayrıntılı olarak açıklanması gereken konuları varsa destekleyici teknik belgeler, çizimler vb ile birlikte ele almalıdır.)

*(In this section, you are required to write a technical report on the work performed. The General Report must include supporting technical documents, drawings etc., if the work performed involves any topic or subject that needs to be explained in detail)*

# DEĞERLENDİRME RAPORU

*Evaluation Report*

**(Gerektiđi kadar sayfa ekleyiniz/Add pages as needed)**

(Bu kısımda yapılan stajın ve staj yapılan işyerinin deđerlendirmesi verilecektir.)

*(This section shall include an evaluation of the internship period and the host company/organization.)*

ANNEX 4

ALTINBAŞ UNIVERSITY SCHOOL OF FINE ARTS AND DESIGN - INTERNSHIP GUIDELINES

<p>All required documents and Internship Directive are published on <a href="http://kariyer.altinbas.edu.tr/">http://kariyer.altinbas.edu.tr/</a> under the title "Students"</p>
<p><b>READ CAREFULLY THE INTERNSHIP DIRECTIVE</b></p>
<p>CHOOSE YOUR HOST COMPANY/ORGANIZATION</p>
<p><b>PREPARE 3 COPIES OF INTERNSHIP APPLICATION FORM.</b> HAVE THEM APPROVED BY THE HOST COMPANY/ORGANIZATION. (*Compulsory internship period consists of 30 business days. When calculating internship end date, take notice of host company's policy regarding working on Saturdays.)</p>
<p>HAVE YOUR INTERNSHIP APPLICATION DOCUMENTS APPROVED BY THE <b>DEPARTMENT HEAD</b></p>
<p>HAVE THE ABOVE-MENTIONED DOCUMENTS APPROVED BY THE <b>CAREER DEVELOPMENT CENTER</b></p>
<p>CAREER DEVELOPMENT CENTER WILL RETURN <b>TWO COPIES OF THESE DOCUMENTS</b> TO YOU. SUBMIT ONE OF THEM TO THE <b>DEPARTMENT HEAD</b>, AND THE OTHER TO THE <b>HOST COMPANY/ORGANIZATION</b></p>
<p>COMPLETE YOUR INTERNSHIP AS SPECIFIED IN THE INTERNSHIP DIRECTIVE</p>
<p>AT THE END OF YOUR INTERNSHIP, HAVE YOUR <b>INTERNSHIP CERTIFICATE</b> FILLED OUT <b>BY HOST COMPANY/ORGANIZATION</b> AND ENSURE THAT IT IS RETURNED TO YOU IN A CLOSED ENVELOPE WITH THE CORPORATE SEAL ON IT</p>
<p>SUBMIT YOUR <b>INTERNSHIP CERTIFICATE</b> AND <b>INTERNSHIP DIARY</b> IN CLOSED ENVELOPE TO YOUR <b>DEPARTMENT HEAD</b> BEFORE THE SPECIFIED DEADLINE</p>
<p>The documents you have submitted will be evaluated by the Internship Committee. You will be asked to make an oral defense before the Committee if deemed necessary. Registrar's Office will be notified of the result of your internship evaluation (successful "S" or unsuccessful "U").</p> <p><b>5 ECTS</b> credits will be added to your transcript provided that your internship folder is deemed successful.</p>

