

FENERBAHÇE UNIVERSITY
FACULTY OF ARCHITECTURE AND DESIGN

INTERNSHIP GUIDELINE FIRST SECTION
Purpose and Scope, Basis and Definitions

Purpose and Scope

Article 1- (1) The purpose of this Directive is to determine the procedures and principles regarding internships in undergraduate programs at Fenerbahçe University Faculty of Architecture and Design.

Rest

Article 2- (1) This guideline has been prepared based on Fenerbahçe University Associate and Undergraduate Education Regulation Article 21.

Definitions

Article 3- (1) In this directive;

- a) Department: Department of the Faculty of Architecture and Design,
- b) Department Head: Department Heads of the Faculty of Architecture and Design,
- c) Faculty: Faculty of Architecture and Design,
- d) Workplace: The workplace where the student does his/her internship,
- e) Institution: The institution where the student does his/her internship,
- f) Rectorate: Fenerbahçe University Rectorate,
- g) Senate: Fenerbahçe University Senate
- h) Internship Commission Chair: Department Internship Commission Chairs of the Faculty of Architecture and Design
- i) Internship Commission: Department Internship Commissions of the Faculty of Architecture and Design
- j) University: Fenerbahçe University

expresses.

CHAPTER TWO
Bases and Principles

Definition

Article 4- (1) Internships aim to provide experience in professional life of the theoretical and practical skills and competencies acquired during undergraduate education.

Internship Committee

Article 5- (1) Internship committees consisting of three people, one of whom is the chairman of the committee, are established in each department of the faculty in order to carry out internship procedures. The Internship Committee is primarily formed from among the faculty members of the relevant department. Members of the Committee are appointed for a period of 3 years.

(2) The Internship Committee carries out the duties of making preparations for internship studies, approving institutions and workplaces for internships, and evaluating internship documents.

Internship Seminars

Article 6- (1) Departments organize internship seminars at the beginning of each academic year to inform students about internship procedures and stages.

- (2) Students studying in the 3rd semester and above can attend the internship seminar.
- (3) If the majority of the students request, the internship seminar can be repeated.

Internship Duration and Conditions

Article 7- (1) Internship periods, periods and types may vary depending on the departments and the details are explained in the "Internship Application Principles" of each department.

(2) Students who do not fulfill their internship obligations cannot graduate from the undergraduate program.

(3) The calendar for internship procedures is announced by the Department Heads within the relevant academic year.

(4) It is mandatory to do the internship between the dates specified in the internship form.

(5) Requests for changes regarding internship periods must be reported to the Internship Committee, evaluated and decided upon.

(6) Students who take courses during the summer term can complete their internships under conditions that do not harm the integrity of the internship. The Internship Committee evaluates the appropriateness of this situation. Days taken during the summer term are not counted as internship days.

(7) A week is counted as 5 (five) working days in internships. For workplaces that work on Saturdays, this situation is stated by the student in their internship documents.

(8) The internship period cannot be divided and must be completed in one go.

(9) No absences are allowed during the internship. The internship of a student who is absent for more than 10% of the internship period is considered invalid. Leaves taken for health or other reasons during the internship are not counted as internship days. The days that cannot be attended must be added to the internship.

(10) The student must comply with the working principles of the institution where he/she does the internship, the rules and laws regarding work discipline and work safety.

(11) Internship activities and documents must be original.

(12) The Internship Committee can check the workplaces where the internship is done and obtain detailed information about the internship.

(13) The student is responsible for finding the institution or workplace where the internship will be done.

(14) Each of the internships must be done in different workplaces/institutions. However, depending on the size and field of activity of the business, the Internship Committee may allow internships to be done in the same workplace/institution.

(15) Insurance procedures will be carried out by the University during the internship. Documents related to insurance procedures must be submitted to the University by the student on the announced date.

(16) Internships can be done abroad. The Internship Committee's prior approval is required for the suitability of the institution. The conditions for internships to be done in Turkey are also valid for internships abroad. Document approvals can be obtained from the Turkish representative of the internship location abroad, if any. The address of the workplace where the internship will be done must be clearly stated on the internship form. For workplaces that do not have a domestic representative, a stamped and signed scanned version of the Internship Workplace Approval Form must be submitted to the Internship Committee. If the internship notebooks are written in the language of the country where the internship is located, they must be submitted with a translation prepared by a sworn translator. Insurance payments for internships abroad are not covered by the university.

Internship Application

Article 8- (1) If requested, the student is given an Internship Application Form that includes the type of internship and the number of days.

(2) The student submits the Internship Workplace Approval Form to the Department Head after having it approved by the institution where he/she will do the internship.

(3) The suitability of the relevant institution is evaluated and announced by the Internship Committee.

(4) The student who is deemed suitable to start the internship prints the internship notebook template document provided by the University by duplicating as many pages as necessary and can write the internship notebook in handwriting or print the internship notebook after writing on the computer.

(5) The student's insurance procedures are carried out upon receipt of the documents and covering the specified dates of the internship.

Preparation of Internship Documents

Article 9- (1) The internship notebook is prepared as at least one page for each day and the stamp of the institution where the internship is done and the signature of the authorized person are taken at the bottom of each page.

(2) The internship evaluation form received from the institution where the internship is done and signed and stamped by the authorized person is delivered by hand in a closed envelope, signed and stamped where the envelope is closed. The internship notebook is delivered by hand to the Internship Committee by the student.

Internship Exemption

Article 10- (1) Students who enroll in the faculty via horizontal or vertical transfer may request an internship exemption.

(2) Students who request an internship exemption may apply to the Dean's Office with a petition within the first ten days of enrolling in the Faculty, along with documents from the internships they have completed during their education.

(3) The petition is evaluated and decided by the Department Head and Internship Committee and reported to the Dean's Office.

(4) For students who continue in the Double Major program, the status of their internships in the second major program is evaluated, decided and reported to the Dean's Office by the relevant Department Heads. If deemed necessary, a compulsory internship may be imposed.

Conditions for Success

Article 11- (1) Internship documents are evaluated by the Internship Committee as Passed, Failed or Corrected. Deficiencies in the internship documents for which correction is requested are completed by the relevant department and submitted to the Internship Committee within the date specified. Files that are not completed on time are evaluated as Failed.

(2) Internships found unethical by the Internship Committee are not evaluated.

(3) Internship results are communicated to the Department Head and Dean by the Internship Committee.

CHAPTER THREE

Provisions and Enforcement

Cases Where There Is No Provision

Article 12- (1) In cases not covered by this Directive, Fenerbahçe University Associate and Undergraduate Education Regulation and other legislation provisions shall apply.

Enforcement and Execution

Article 13- (1) This Directive shall enter into force with the decision of the University Senate and shall be enforced by the Rector of Fenerbahçe University.