



**CYPRUS AYDIN UNIVERSITY
INTERNSHIP DIRECTIVE FOR
ASSOCIATE AND
UNDERGRADUATE
PROGRAMS**

Decision No: 2018/06

Senate Decision Date: 14.05.2018

Appendix: 3

CYPRUS AYDIN UNIVERSITY INTERNSHIP FOR ASSOCIATE AND UNDERGRADUATE PROGRAMS

SECTION ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose

Article 1- The purpose of this directive is to regulate the principles and procedures regarding internships to be undertaken by students of Cyprus Aydın University (CAU).

Scope

Article 2- This directive covers the general principles related to internships carried out by students enrolled in associate and undergraduate programs at CAU.

Legal Basis

Article 3- This Directive has been prepared based on the provisions of the Regulation on the Principles and Procedures Regarding Education, Practice, and Internship of Vocational School Students within Vocational and Technical Education Regions, published in the Official Gazette dated 22/05/2002 and numbered 24762, as well as the relevant articles of the Cyprus Aydın University Associate and Undergraduate Education and Examination Regulations.

Definitions

Article 4- In this Directive, the following terms shall mean:

Dean: The Dean of the Faculty of Cyprus Aydın University,

Faculty: Faculties affiliated with Cyprus Aydın University,

Relevant Board: Faculty Board in faculties, School Board in schools, and Vocational School Board in vocational schools,

Relevant Administrative Board: Faculty Administrative Board, School Administrative Board, or Vocational School Administrative Board,

Vocational School: Vocational schools affiliated with Cyprus Aydın University,

Director: Director of a School or Vocational School,

Board of Trustees: Board of Trustees of Cyprus Aydın University,

Internship: Practical training carried out outside the academic term as part of educational activities,

Internship Supervisor: The authorized person at the institution where the internship is conducted,

Internship Placement: Approved institutions and organizations, domestic or abroad, where internships are conducted,

Intern Student: A student who undertakes a compulsory internship as part of their curriculum,

Intern Commission: A commission consisting of three academic staff members appointed by the dean/director to evaluate internships,

University: Refers to Cyprus Aydın University

SECTION TWO

Conditions for Benefiting from Internship, Internship Period, and Its Qualifications

Article 5-

- (1) Students shall complete their internships at the places defined in Article 4.
- (2) Applications for internships must be submitted to the relevant Faculty Deanship / School Directorate / Vocational School Directorate at least 45 days prior to the internship date, together with the Internship Application Form.
- (3) Students who will undertake their internships at approved institutions are required to submit a document indicating their acceptance by the relevant institution to the Faculty Deanship / School Directorate / Vocational School Directorate no later than 10 working days before the end of the academic term..
- (4) The internship file, which includes the Internship Agreement, Internship Evaluation Form, and Workplace Evaluation Form, shall be delivered to the student before the internship begins. At the end of the internship, the file shall be completed by the internship supervisor and submitted in a sealed envelope to the relevant Faculty Deanship / School Directorate / Vocational School Directorate.

Internship Duration

Article 6-

- (1) Internships shall be carried out continuously, within the periods specified in the educational programs, provided that they are not less than 10 working days (80 hours) and not more than 60 working days (480 hours), and must be completed outside the course and examination periods.
- (2) Students who have completed all their courses may also undertake internships during the course and examination periods.
- (3) The start and end dates of internships shall be determined by the relevant Faculty Board / School Board upon the recommendation of the program coordinators.

- (4) Students must successfully complete their internships in order to be eligible for graduation. Students who fail or do not complete their internship are required to repeat it in a period deemed appropriate by the department/program coordinators.
- (5) Students are granted two attempts within the legal duration of their studies to repeat the internship.

Attendance Requirement for Internships

Article 7-

- (1) Attendance to the internship program is compulsory. Students who are required to interrupt their internship due to illness or other valid reasons and who provide official documentation accepted by the internship supervisor must complete the missed period. Otherwise, the student shall be considered unsuccessful.
- (2) If an intern is absent for three consecutive days without permission or excuse, or if their total absenteeism reaches 10% of the internship period, the internship shall be terminated and reported to the relevant Faculty Deanship / School Directorate / Vocational School Directorate. In such cases, the intern shall not be entitled to any legal claims.
- (3) During the internship, students shall work under the supervision and responsibility of experienced personnel authorized by the institution and shall comply with the working hours and regulations (including shifts) of the workplace.
- (4) Intern students may work in a shift system when necessary; however, **overtime work cannot be assigned.**

Duties and Responsibilities of the Intern Student

Article 8- The intern student is obliged to;

- a) Comply with the working and disciplinary regulations of the workplace,
- b) Follow the dress code required by the profession,
- c) Perform assigned tasks properly and on time,
- d) Maintain professional and careful relations with workplace personnel,
- e) Use all tools and equipment with care.
- f) The student may not leave or change the internship placement without informing and obtaining approval from the relevant university unit and the internship supervisor.
- g) Students may submit suggestions regarding their internship to the relevant department/program coordinator.
- h) The provisions of the Higher Education Institutions Student Disciplinary Regulation and the University's Disciplinary Regulation shall also apply during the internship period.

Interns are subject to the same liability as employees of the workplace regarding damages caused by their own fault.

Evaluation of Internships

Article 9-

- (1) At the end of the internship, the student shall submit the internship file, which includes the internship report prepared by the student and approved on the cover page by the authorized personnel of the workplace, to the relevant Faculty Deanship / School Directorate within 10 working days following the completion of the internship, against signature..
- (2) The internship report shall be prepared in accordance with the principles specified in the internship guideline and in a manner that reflects the work carried out by the student during the internship period.
- (3) Students who fail to submit their internship file within the specified period shall be deemed not to have completed their internship.
- (4) The evaluation of students' internships shall be conducted by the relevant Internship Commission through the assessment of the internship file and an internship examination.
- (5) The following weightings shall be used in the evaluation of internship performance:
 - a) Internship file and report prepared by the student: 40%
 - b) Evaluation report from the workplace supervisor: 20%
 - c) Evaluation by the Internship Commission: 40%
- (6) Internships shall be evaluated as successful or unsuccessful. In order to be considered successful, a minimum score of 70 out of 100 is required.

SECTION THREE

Final Provisions, Entry into Force, and Enforcement

Final Provisions

Article 10- For matters not covered in this Directive, the relevant provisions of the regulations and directives issued by the Council of Higher Education and Cyprus Aydın University, as well as Senate decisions, shall apply.

Entry into Force

Article 11- This Directive shall enter into force upon its approval by the Senate of Cyprus Aydın University and its ratification by the Chairman of the Board of Trustees, and shall be applicable to all students starting from the 2017–2018 academic year.

Enforcement

Article 13- The provisions of this Directive shall be executed by the Rector of Cyprus Aydın University.

INTERNSHIP APPLICATION FORM

.... / / 20..

To the Faculty Deanship / School Directorate / Vocational School
Directorate of Cyprus Aydın University

I am a student of the Faculty / School / Vocational School,
..... Department / Program of Cyprus Aydın University. I
respectfully request the preparation of my internship documents to be submitted to the company where
I intend to complete my compulsory internship.

.....

STUDENT INFORMATION

Full Name:

Address:

Phone Number:

E-mail Address:

CYPRUS AYDIN UNIVERSITY						PICTURE
FACULTY / SCHOOL / VOCATIONAL SCGOOL						
WORKPLACE INTERNSHIP AGREEMENT						
STUDENT INFORMATION						
Turkish ID Number						
Full Name						
Student Number		Academic Year				
E-mail Address		Phone Number				
Residential Address						
INFORMATION OF THE INTERNSHIP WORKPLACE						
Name						
Address						
Field of Activity (Production/Service):						
Phone Number:		Fax Number				
E-mail Address		Website				
INTERNSHIP DETAILS						
Start Date		End Date		Duration		
Internship Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
EMPLOYER / AUTHORIZED PERSON						
Full Name				Date, Signature and Stamp		
Position						
E-mail Address:						
Employer Social Security Registration Number						
STUDENT INFORMATION						
Name		Province of Registration				
Surname		District				
Father's Name		Neighborhood / Village				
Mother's Name		SGK No				
Place of Birth						
Date of Birth						
Turkish ID Number						
ID Card Serial Number						

GENERAL PROVISIONS

ARTICLE 1 – This agreement is executed between the relevant Faculty Deanship / School Directorate or Vocational School Directorate, the employer, and the student, in accordance with Law No. 3308 on Vocational Education, for the purpose of regulating the principles of workplace internship to be carried out in enterprises by students enrolled in vocational and technical education programs.

ARTICLE 2 – This agreement, prepared in three copies and signed by the parties, shall be kept as follows: one copy by the Faculty Deanship / School Directorate or Vocational School Directorate, one copy by the enterprise, and one copy by the student.

ARTICLE 3 – Workplace internships in enterprises shall be planned and conducted in accordance with the academic calendar of Cyprus Aydın University.

ARTICLE 4 – During the workplace internship, the employer / employer's representative shall be responsible for any work accidents and occupational diseases that may occur due to workplace-related faults.

ARTICLE 5 – Workplace internships in enterprises shall be carried out in accordance with the Cyprus Aydın University Associate and Undergraduate Programs Internship Directive and the provisions of Law No. 3308 on Vocational Education.

ARTICLE 6 – This agreement, signed by the parties to enter into force as of the internship start date in accordance with the academic calendar of Cyprus Aydın University, shall remain valid until the student completes the workplace internship.

TERMINATION OF THE AGREEMENT

ARTICLE 7 – This agreement shall be terminated in the following cases:

- a) Closure of the workplace due to various reasons,
- b) Change of the workplace owner and the new workplace being unable to continue the same profession/production,
- c) The student receiving a suspension penalty in accordance with the Higher Education Institutions Student Disciplinary Regulation, or being dismissed and having their enrollment terminated.

WAGES AND LEAVE

ARTICLE 8 – In accordance with Article 25, paragraph one of Law No. 3308, students shall be paid, during their workplace training in enterprises, not less than 30% of the current net monthly minimum wage in workplaces employing twenty or more personnel, and not less than 15% in workplaces employing fewer than twenty personnel. The wage paid to the student shall be exempt from all taxes.

In the event of an increase in the minimum wage during the year, such increases shall be reflected proportionally in the students' wages.

ARTICLE 9 – Students are required to fulfill the attendance obligation specified in the Cyprus Aydın University Associate and Undergraduate Programs Internship Directive.

INSURANCE

ARTICLE 10 – Students shall be insured by the University, upon the execution of this agreement and for the duration of their workplace internship, against work accidents and occupational diseases in accordance with Article 4, paragraph one, subparagraph (a) of the Social Insurance Law No. 5510.

ARTICLE 11 – Insurance premiums to be paid by the University shall be paid to the Social Security Institution or transferred to its account in accordance with the rates determined by the Social Security Institution.

ARTICLE 12 – Documents related to insurance and premium payments shall be retained by the Faculty Deanship / School Directorate or Vocational School Directorate.

STUDENT DISCIPLINE, ATTENDANCE, AND PERFORMANCE

ARTICLE 13 – Students are obliged to attend the enterprise for their workplace internship. Students who fail to attend the internship without a valid excuse shall have their wages deducted. Enterprises are authorized in this regard.

ARTICLE 14 – Enterprise authorities shall notify the Faculty Deanship / School Directorate or Vocational School Directorate within a maximum of five (5) working days if a student fails to attend the workplace internship for three (3) consecutive working days without a valid excuse.

ARTICLE 15 – In the event that students engage in behavior requiring disciplinary investigation during their internship in enterprises, the enterprise shall report the matter in writing to the Faculty Deanship / School Directorate or Vocational School Directorate. Disciplinary procedures shall be conducted by the Faculty Deanship / School Directorate or Vocational School Directorate in accordance with the Higher Education Institutions Student Disciplinary Regulation. The result shall be communicated to the enterprise in writing.

ARTICLE 16 – The academic performance of students undertaking workplace internships in enterprises shall be determined in accordance with the provisions of the Cyprus Aydin University Associate and Undergraduate Programs Internship Directive.

OTHER DUTIES AND RESPONSIBILITIES OF THE PARTIES

ARTICLE 17 – Responsibilities of enterprises providing workplace internships:

- a) To ensure that students carry out their workplace internships in accordance with the academic calendar of Cyprus Aydin University.
- b) To ensure that the workplace internship is conducted at the location determined by the Faculty Deanship / School Directorate or Vocational School Internship and Training Application Boards.
- c) To assign a sufficient number of qualified training personnel to be responsible for the students' internships in the relevant programs.
- d) To sign a workplace internship agreement with students regarding wage amounts, wage increases, etc., in accordance with Article 25, paragraph one of Law No. 3308.
- e) To monitor students' attendance and report their absenteeism and sick leave within the prescribed time to the Faculty Deanship / School Directorate / Vocational School Directorate, to be forwarded to the relevant department/program heads.
- f) To submit, at the end of the internship, the forms containing information about the students' internships to the relevant Faculty Deanship / School Directorate / Vocational School Directorate in a sealed envelope.
- g) To grant unpaid excused leave to students during the workplace internship, provided that it is counted as absenteeism and does not exceed the maximum absenteeism period specified by

legislation.

- h) In the event of a reduction in the number of personnel after the internship has commenced, to ensure that students who have already started their internships continue until completion.
- i) To take necessary measures to protect students from work accidents and occupational diseases and to carry out the necessary procedures for their treatment.

ARTICLE 18 – Duties and responsibilities of the Faculty Deanship / School Directorate or Vocational School Directorate:

- a) To sign a workplace training agreement with enterprises, together with students, regarding wage amounts, wage increases, etc., in accordance with Article 25, paragraph one of Law No. 3308.
- b) To ensure that the forms related to the activities carried out by students in enterprises are delivered to the enterprises at the beginning of the internship.
- c) To ensure that workplace internships in enterprises are conducted under the supervision of training personnel assigned by the enterprise.
- d) To ensure that workplace internships in enterprises are carried out in accordance with the relevant professional fields.
- e) To ensure the monitoring of students' attendance and absenteeism, including paid and unpaid excused leave.
- f) To carry out procedures related to the insurance premiums of students undertaking workplace internships in enterprises in accordance with the provisions of the Regulation.
- g) To take necessary measures, in cooperation with enterprise authorities, to ensure that the objectives of workplace internships conducted in enterprises are achieved.

ARTICLE 19 – Duties and responsibilities of students receiving workplace training:

- a) To comply with the conditions and working order of the workplace.
- b) Not to disclose confidential information of the workplace to third parties.
- c) Not to participate in union activities.
- d) To attend the workplace internship regularly.
- e) To maintain an internship file and complete the relevant forms.

OTHER PROVISIONS

ARTICLE 20 – For matters not covered in this agreement regarding students undertaking workplace internships in enterprises, the provisions of the relevant legislation shall apply.

ARTICLE 21 – The following social rights shall be provided to the student by the enterprise:

.....

Name of the Enterprise	
Name of the Faculty / School / Vocational School	

STUDENT	EMPLOYER OR REPRESENTATIVE	DIRECTOR OF THE VOCATIONAL SCHOOL OF HEALTH SERVICES / DEAN OF THE FACULTY OF HEALTH SCIENCES
Full Name:	Full Name:	Full Name:
	Title:	
Date -- / -- /----	Date -- / -- / ----	Date -- / -- / ----
Signature	Signature-Stamp	Signature-Stamp

CYPRUS AYDIN UNIVERSITY
FACULTY / SCHOOL / VOCATIONAL SCHOOL

INTERNSHIP FILE

Student's
Photograph

Student Information:

Full Name:

Department/Program:

E-mail Adress:

Student Number:

Phone Number:

INFORMATION OF THE INTERNSHIP WORKPLACE

NAME:

ADRESS:

PHONE

NUMBER:

() This Internship File, consisting of () pages and appendices, has been prepared by your student during their period of work at our institution.

AUTHORIZED PERSON OF THE WORKPLACE

Full Name :

Title:

Signature :

Stamp:

Date:

ATTENDANCE RECORD OF THE STUDENT AT THE WORKPLACE

Student Information:

Full Name :

Student Number :

Department&Program :

NO.	DATE	Department Worked In	Work Performed	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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AUTHORIZED PERSON OF THE WORKPLACE

Full Name :

Title :

Signature and Stamp :

Date :

WORKPLACE EVALUATION FORM

Student's:

Workplace's:

Full Name :

Name:

Internship Field:

Adress :

Duration of the Internship :

Phone Number :

Internship Start–End Dates:

e-mail Address :

:

Faks Nu :

Coordinator Instructor

Training Personnel

Full Name:

Full Name:

Dear Authorized Representative,

In order to determine the level of knowledge, skills, interpersonal relations, and benefit gained from the internship of our student who has completed their internship at your workplace, you are kindly requested to fill in the table below carefully.

EVALUATION TABLE

CRITERIA	SUFFICIENT	INSUFFICIENT
Interest in Work		
Understanding of the Job		
Ability to Use Tools and Equipment		
Perception Ability		
Sense of Responsibility		
Work Pace		
Ability to Use Materials Appropriately and Adequately		
Efficient Use of Time		
Problem-Solving Ability		
Communication Skills		
Compliance with Rules		
Adaptability to Teamwork		
Willingness for Self-Improvement		

I am of the opinion that the student has been SUFFICIENT / INSUFFICIENT according to the evaluation table above during their internship at our enterprise.

Authorized Person Of The Workplace

Full Name : _____

Title : _____

Signature and Stamp : _____

Date : _____

INTERNSHIP EVALUATION FORM

Student's Full Name:

Student Number:

In order for the student's internship work to be evaluated, the following conditions must be fulfilled:

1. Has the student informed the program internship coordinator about the workplace where the internship will be carried out and obtained approval before the start of the internship?
..... YES NO
2. Has the internship file been prepared and found satisfactory in terms of format by the program internship coordinator?
..... YES NO
3. Has the student completed the required internship duration, and has the attendance record been approved by the workplace?
..... YES NO
4. Has the workplace evaluation form been completed?
..... YES NO

NOTE: In order for the student's internship to be evaluated, all of the above questions must be answered as "YES," and the result of the **WORKPLACE EVALUATION FORM** must be "SUFFICIENT."

	Remarks	Weight (%)	Grade
Internship Report Prepared by the Student		40	
Employer's Report		20	
Internship Commission Evaluation		40	
	GRADE		

NOTE: The **FINAL GRADE** must be at least "70".

The student has been evaluated as **SUCCESSFUL / UNSUCCESSFUL** in their internship studies.

INTERNSHIP EVALUATION COMMITTEE

Program/Department Head

Member

Member

Substitute Member