



REPUBLIC OF TURKİYE

KÜTAHYA DUMLUPINAR UNIVERSITY

KÜTAHYA VOCATIONAL SCHOOL OF TECHNICAL SCIENCES

INTERNSHIP DIRECTIVE

SECTION ONE

Purpose, Basis, Scope, and Definitions

PURPOSE

Article 1 – The purpose of this directive is to determine, within the framework of the Kütahya Dumlupınar University Internship Directive, the principles of the internships to be carried out by the students of Kütahya Vocational School of Technical Sciences, the qualifications of the institutions and enterprises where the internship will be conducted, and the duties and responsibilities of the Vocational School Internship Commission and Departmental Internship Commissions.

BASIS This directive has been prepared based on the Kütahya Dumlupınar University Internship Directive.

SCOPE

Article 2 – This directive covers the fundamental principles regarding the planning, execution, and evaluation of the internships that students of Kütahya Dumlupınar University Kütahya Vocational School of Technical Sciences are obliged to perform.

DEFINITIONS

Article 3 – The terms mentioned in this directive refer to the following:

- **Vocational School:** The Directorate of Kütahya Dumlupınar University Kütahya Vocational School of Technical Sciences.
- **Administrative Board:** The Administrative Board of Kütahya Vocational School of Technical Sciences.
- **Department:** Departments such as Computer Usage, Computer Technologies, Electricity and Energy, Electronics and Automation, Chemistry and Chemical Processing Technologies, Construction, Machinery and Metal Technologies, Property Protection and Security.
- **Program:** Programs such as Computer Operatorship, Computer Programming, Electricity, Electronics Technology, Chemical Technology, Construction Technology, Machinery, Mechatronics, Civil Defense and Firefighting, Building Inspection.
- **SIS (OBS):** Student Information System.
- **Internship Office:** The Internship Affairs Unit of Kütahya Vocational School of Technical Sciences.



- **Internship Commission:** The Internship Commission of Kütahya Vocational School of Technical Sciences.
- **Departmental Internship Commission:** The relevant Departmental Internship Commission.
- **OHS Certificate:** Occupational Health and Safety Certificate.
- **Directive:** The Internship Directive of Kütahya Vocational School of Technical Sciences.

SECTION TWO

Vocational School Internship Commission and Departmental Internship Commissions

Article 4 – (1) The Internship Commission consists of the Heads of Departments under the chairmanship of the Director or a Vice Director appointed by the Director. (2) The Internship Commission organizes at least one meeting in each academic year to evaluate internship programs, discuss updates regarding the directive, determine the fall, spring, and summer internship calendars, and submit the evaluation results and recommendations to the Vocational School Administrative Board.

Article 5 – (1) The Departmental Internship Commission consists of three members (one of whom is the Commission Chair) appointed by the Vocational School Administrative Board upon the recommendation of the Head of the Department. (2) The duties of the commission are as follows:

- a. To establish mutual relations with enterprises, organize interviews, and conduct planning to ensure students carry out internship practices in accordance with the provisions of the directive.
- b. To appoint faculty members to supervise the students' work during the internship period if deemed necessary.
- c. To evaluate students' internship work and submit the results to the internship office.
- d. To organize explanatory and guiding activities regarding the internship when deemed necessary.

SECTION THREE

Provisions Regarding Internship

Article 6 – (1) Students are obliged to be successful in the courses they are required to take and to complete an internship in accordance with the Kütahya Dumlupınar University Associate and Undergraduate Education-Examination Regulations. The compulsory internship practice consists of one internship. The internship can be done during the break at the end of the 3rd semester, in the following semesters (provided the student has no registered courses in the period they will intern), or during the summer term. (2) Students are obliged to perform their internships in institutions and enterprises whose characteristics are determined by the Departmental Internship Commission, provided that the internship period specified in Article 8 is taken as a basis.



Internship Purpose

Article 7 – The internship is a compulsory educational study implemented to prepare Vocational School students for professional life, to strengthen the theoretical knowledge and skills they have acquired during their education by applying them in business life, and to develop their correct decision-making abilities.

Internship Duration

Article 8 – The compulsory internship duration that students are obliged to perform is at least 20 (twenty) working days and is performed in a single period.

Internship Location

Article 10 – Students may perform their internships primarily at locations determined by the Vocational School or at locations they find themselves, provided they are accepted by the Departmental Internship Commission. With the decision of the Departmental Internship Commission, students may be allowed to intern at the school.

Internship Application

Article 11 – Students are obliged to obtain an OHS certificate for "very dangerous" workplaces of at least 16 hours before starting internship procedures. Documents must be approved by the Departmental Internship Commission and submitted to the internship office at least 15 days before the internship starts. Students are also obliged to apply for an internship via SIS (OBS) within the dates specified in the internship calendar.

SECTION FOUR

Evaluation, Objections, and Final Provisions

Article 18 – The internship file must be submitted to the internship office within one (1) month following the end of the internship to be referred to the Departmental Internship Commission.

Madde 22 – Evaluation (1) Internship success evaluation is conducted by the relevant Departmental Internship Commission. (2) One of the following grades is given at the end of the internship, following an interview if necessary:

- **Satisfactory (YT):** Given to students considered successful based on the enterprise's evaluation and general criteria.
- **Unsatisfactory (YZ):** Given if the internship is deemed unsuccessful.
- **Correction of Deficiencies:** If there are deficiencies in the internship file, the student is given an additional period (15 days) to complete them.

Madde 23 – Objections Students may appeal the evaluation results by submitting a petition to the Vocational School Directorate within 5 (five) working days following the announcement of the results.



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Madde 24 – Storage Internship files are kept for 2 years and then destroyed.

EFFECTIVENESS AND EXECUTION

Article 26 – This directive enters into force as of the Fall Semester of the 2022-2023 Academic Year.

Article 27 – The provisions of this directive are executed by the Directorate of Kütahya Vocational School of Technical Sciences.