**ÖZYEĞİN UNIVERSITY**

**FACULTY OF SOCIAL SCIENCES**

**DEPARTMENT OF INTERNATIONAL RELATIONS**

**APPLICATION PRINCIPLES FOR REQUIRED & VOLUNTARY INTERNSHIP WITHIN IR 390**

**AIM**

The aim of this instruction is to determine the rules to be respected in the internships of the students of Department of International Relations, Özyeğin University, and their assessments.

**SCOPE**

This instruction contains the procedures and principles of the internship of Department of International Relations, Özyeğin University, as well as the description of duties and responsibilities of students, instructors and units and persons who are responsible for conducting internship process.

**OPERATION**

This procedure goes into effect at the time it is officially published. It can be revised and updated when required. The latest version is electronically available in the system. As such, printed versions should not be used, since they may be out-of-date. In case a printed version is used, the user is responsible for checking that it is the latest version.

**DESCRIPTION and ABBREVIATIONS**

In this regulation, the term ‘OzU’ refers to Özyeğin University, while the term ‘Department’ refers to the Department of International Relations.

**LEGAL BASIS**

This procedure is based on the Özyeğin University Regulation of Undergraduate Education published in the Official Newspaper (number 28091).

**RESPONSIBILITIES**

Within the scope of this procedure, the distribution of responsibilities is as follows:

1. Students: Making the necessary notifications, obtaining approvals, following the process, respecting all the rules in the procedure.
2. Department Secretariat: Preparing the documents, following the necessary approval procedures, making the notifications to the Human Resources Unit for health insurance, coordination and conducting the process.
3. Human Resources Directory: Taking actions on health insurance, recording the necessary names, coordination.
4. Internship Coordinators: Assessing the internships and giving approvals.

**OzU INTERNSHIP TYPES**

1. Compulsory internship: It is an internship which is compulsory to successfully complete the program of International Relations.
2. Volunteer internship: It is an optional internship for students. The university pays the health insurance fee.

**BASIC PRINCIPLES**

1. The aim of this compulsory internship is to combine the theoretical and practical knowledge with field experience and implementations and support it. Thanks to this internship, students will have the opportunity to gain awareness, to make observations and to transform theoretical knowledge into application in an area of international relations. Another aim is for students to gain experience about business and on taking responsibility for different work tasks.

Students are required to complete the necessary pre-conditions (completing 60 credits along with SEC201 and SEC202) in order to enroll in the internship course (IR390). The students who fail to complete the required internship course cannot qualify for graduation.

1. Students have to do internship for 20 working days to graduate from the Department of International Relations. A student who completes 20 working days of internship will take 6 (ECTS).
2. For compulsory internships, students are graded as ‘successful/unsuccessful’.
3. For compulsory internship (20 working days), social security fee is paid by the university.
4. Only with the **permission of the internship coordinator**, students’ part-time works in the research projects of professors, which meets the requirements of time and scope, may be accepted.

**METHODS**

1. **Process for Compulsory Internship**

The following process is going to be repeated for every internship period with the aim of 20 working days compulsory internship.

* **Pre-Conditions of Internship**

Students should have completed 60 ECTS credits along with SEC201 and SEC202 courses.

* **Approval of the Place of Internship by the Coordinator**

After students receive acceptance from the place of internship, they are given ‘internship information form’ which is to be filled by the officer who will evaluate the student. Students must deliver this form to the internship coordinator and receive an approval about the suitability of the place of internship. After this approval, they must convey the necessary documents to Department Secretariat.

* **Necessary Documents**

For all actions regarding the internship, students should get in touch with the Department Secretariat.

The documents to be delivered to the Department Secretariat at least 10 days before the start of internship:

* Internship information form
* Incentive form
* Copy of ID/passport
* Certificate of residence (can be obtained from e-government)
* Social security statement
* Health insurance eligibility verification (must be obtained from e-government)
* Student certificate (can be obtained from e-government)
* Transcript (can be delivered by downloading from SIS system as PDF)

In case of any change regarding internship completion date, students should notify the Secretariat in advance.

* **Information Processing and Reporting by the Human Resources**

Health insurance works are done one day before the internship begins by the Human Resources. Job entry notice is sent to student at the first day of internship.

* **Internship work**

Students prepare an internship report in which they record their work. This report is composed of an internship diary (to record daily tasks) and a general report. They shortly summarize what they do in each day. They write detailed explanation with theoretical and practical experiences in general report.

Diary should be written on a daily basis. General report can be written later.

Diary must be approved, signed and stamped by the officer who evaluates student.

Internship Evaluation Form should be filled in by the officer at the place of internship who will assess the work of student and sent to the Department Secretariat ([IRinternship@ozyegin.edu.tr](mailto:IRinternship@ozyegin.edu.tr)) through email. The beginning and completion dates on both Internship Evaluation Form and Internship Information Form must be consistent.

* **Submission of Internship Report**

Students have to submit their internship reports before the beginning of Final Exams in Summer term. This report must be written in English. If the report is not submitted on time, it will be graded as Unsuccessful.

* **Evaluation of Internship Report and Credit of Compulsory Internship Course**

Compulsory internship courses are graded as Successful/Unsuccessful. The reports are evaluated by internship coordinators. The students whose reports are initially assessed to be unsuccessful will be notified and given 3 working days within which to edit and/or rewrite their reports in accordance with the feedback of their supervisors. Revised and completed reports must be signed and stamped and re-submitted within 3 working days. If the revised reports are considered Unsuccessful again, the student fails and must repeat internship. Credit of a successful internship is reflected in the student’s transcript at the result of this evaluation. Students are graded (S) if they are successful, and (U) if they fail.

1. **Process for Non-Credit (Volunteer) Internship**

The actions of volunteer internship are conducted by the Dean’s Office and insurance fee is covered by the university.

**DEMAND FOR ACCOMMODATION DURING SUMMER INTERNSHIP**

Students who want to stay in the university dormitory should convey the Internship Acceptance Statement (including internship dates) to the director of the dormitory. They should also state the details regarding the dormitory building and room they want to stay in and wait for approval from the director of the dormitory. Accommodation in the dormitory during internship is **chargeable**.

**NON-PROVISIONAL ARTICLES**

In cases where there is no provision in this procedure, other relevant legislative provisions, the decisions of the Higher Education Council (YÖK), University Senate, University Board of Directors, and Board of relevant Faculty are applied.