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| ozyegin university logo ile ilgili görsel sonucu | | **PROCEDURE** | | |
| **Faculty of Applied Sciences**  **Rules and Regulations for Mandatory Internship** | | |
| **Document No.** | **Version No.** | **Document Owned By** | **Publication Date** | **Revision Date** |
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**1. GENERAL PROVISIONS:**

**1.1. Purpose**

The purpose of these rules and regulations is to set the principles, rules, and roles and responsibilities for the completion, evaluation, and assessment of mandatory internships that the students of the Faculty of Applied Sciences at Özyeğin University must complete.

**1.2. Scope**

These rules and regulations apply to the faculty, students of the Faculty of Applied Sciences, and students of the Özyeğin University with a minor or major in the Faculty of Applied Sciences, as well as all staff and units involved in the internship process.

**1.3. Effectiveness**

These rules and regulations enter into force on the date of their publication. It is revised and updated whenever deemed necessary. The latest and most valid version is the one on the system. It is therefore not recommended that this procedure be printed out and used as such. In the case that it is printed out, it is the user’s responsibility to confirm the validity of the document by checking the date on the document located on the system and to ensure that they are in possession of the valid version.

**1.4. DEFINITIONS AND ABBREVIATIONS**

The following terms shall have the following meaning hereinafter:

**FAS (SAS)**: Faculty of Applied Sciences,

***FAS SECRETARY (FSEC)***: Executive Assistant reporting to the Dean of FAS,

***INTERNSHIP COORDINATOR (IC)*:**The authorized person appointed by FAS Management to plan, manage, and finalize internships effectively and efficiently,

***DEPUTY INTERNSHIP COORDINATOR (DEPIC)***: The authorized person appointed by FAS Management to support IC, and fulfill the assigned roles and responsibilities for internships,

**SUMMER INTERNSHIP (SI):** Mandatory internships that must be completed by students and the SAS 200, and SAS 300 courses offered by the Faculty of Applied Sciences,

**NON-CREDIT INTERNSHIP (NCI):** Internship apart from the mandatory internships that students may complete when they do not have academic courses,

***EXECUTIVE BOARD (EB)***: FAS Executive Board,

***DEPARTMENT HEAD (DH)***: Department Heads of Hotel Management and Gastronomy and Culinary Arts at the Faculty of Applied Sciences,

***HUMAN RESOURCES DIRECTORATE (HRD):*** Employees at the Human Resources Directorate at Özyeğin University,

***INTERNSHIP ADVISOR (IA)*:** A FAS faculty member appointed to oversee the student during the internship, be in charge of the internship procedures (audits, collection of the required forms and documents), and evaluate and assess the performance of the student during the internship,

***SAS 200:*** Internships completed at the end of the sophomore year (fourth academic semester) of departments (further explained in Article 2.1),

***SAS 300:*** Internships completed at the end of the junior year (sixth academic semester) of departments (further explained in Article 2.1),

***GARM:*** Gastronomy and Culinary Arts Program,

***HOTM:*** Hotel Management Students.

**1.5. Legal Ground**

These rules and regulations were prepared pursuant to the Rules and Regulations for Undergraduate Programs at Özyeğin University, which were promulgated in the Official Gazette No:28091, and the Framework Regulations on Applied Training in Higher Education promulgated in the Official Gazette No: 31514.

**1.6. Responsibilities**

This article sets forth the roles and responsibilities of the parties, from the selection of internship sponsors (hereinafter “employers”) where students will complete their internships to the performance evaluation of interns at the end of their internships.

**1.6.1 FAS Students**

1. Keep abreast of all announcements posted by the Faculty of Applied Sciences,
2. Duly and timely complete and submit all the relevant internship forms listed on the FAS webpage,
3. Duly and timely apply for the Social Security registration, obtain the necessary approvals, and follow up on the process,
4. Submit the internship commencement and internship completion letters to DEPIC in person when they start and end their internships, respectively. Both letters must be written on the employer’s letterhead and must be signed and stamped.
5. Submit all their application documents, the internship commencement and completion letters, and the internship evaluation forms to the DEPIC on time and in full. These documents are mandatory for the validity of the internship. Students are personally responsible for following up on these documents.
6. Adhere to all the rules specified herein, these rules and regulations,
7. Notify DEPIC of all developments about their internships (i.e. sick leave, leave of absence),
8. Successfully complete their internships.

**1.6.2 FAS Secretary (FSEC):**

1. Prepares internship correspondence and documents as specified in these rules and regulations,
2. Posts FAS announcements,
3. Follows up on approvals,
4. Submits the Social Security list received from DEPIC to the HRD. Notifies the HRD for Social Security registrations and follows up on the Social Security registration process,
5. Collaborates with the IC to make sure the internship process is run in accordance with the rules and regulations,
6. Immediately submits all received internship documents to the IC.

**1.6.3 Internship Advisor (IA):**

1. Informs interns that s/he is their internship advisor,
2. Follows up on information and documents submitted by DEPIC,
3. Pays visits to interns at their employers to oversee their internship performance,
4. Obtains information about the performance of interns from their managers, if possible,
5. Determines special circumstances or issues, if any, and reports them to IC,
6. Remotely oversees and obtains information about interns, if their internship sponsors are located in another city/country and therefore it is not possible to pay a visit,
7. Reports any issues interns come across during their internships to their employers and resolves these issues in cooperation with the IC,
8. Evaluates the internships to determine whether they make the planned pedagogical contributions as defined in internship goals, objectives, and outputs, and where necessary, submits his/her evaluations about employers to the EB,
9. Follows up on the relevant forms and reports (Article 6 and 7) which must be submitted during the internship process for the SAS 200, and SAS 300 courses. Coordinates and concludes the evaluation and assessment process, evaluates and grades the performance of the intern, and enters the grades into the SIS system.

**1.6.4 Deputy Internship Coordinator (DEPIC)**

1. Collects internship application documents from all students, has each internship application approved by the FAS Dean’s Office, and submits them to the HRD for Social Security registration,
2. Makes sure that all interns submit their internship commencement and internship completion letters, and archives all submitted letters,
3. Makes sure that each student completes the mandatory business days of the internship without any missing days,
4. Collects documents (i.e. for leave of absence, internship withdrawal, or change of employer) from students during their internships and notifies the IA,
5. Follows up on and archives the Employer Information Form (sas.in.08g / sas.in.08h) and the Employer Evaluation Form (sas.in.10), which are submitted by the intern at the end of the internship; the Intern Evaluation Form (sas.in.09), which is submitted by the employer; and the Intern Audit Form (sas.in.03), which is submitted by the IA.
6. Enters the content of these forms into the database created in the shared folder,
7. Creates a main internship follow-up table in the shared folder at the beginning of the internship period and regularly checks and updates this table.

**1.6.5 Internship Coordinator (IC):**

1. Builds, develops, and manages relations with the sector for internships,
2. Obtains support from relevant persons and units to coordinate the organization of the annual “Sectoral Meeting” event,
3. Plans and oversees all activities of DEPIC,
4. Provides guidance and assists in determining employers, and internship quotas, and establishing the necessary communication,
5. Evaluates various requests of students (i.e. termination of an internship, change of employer, compensation for missing days) and submits the acceptable ones to the DH. Informs the IA about the approved requests.
6. Stays in charge of all issues that might arise during the internship process, follows up on any special issues (i.e. extension of internship by employer, change of internship term), and reports them to the DH and, upon the approval of the DH, to the IA.
7. Organizes internship information meetings and internship evaluation meetings at the beginning and end of internships, respectively, to make sure that IAs can effectively oversee the internship process.

**1.6.6 Department Head (DH):**

1. Stays in charge of all issues that might arise during the internship process, follows up on any special issues (i.e. extension of internship by employer, change of internship term), and brings them to the EB for discussion when necessary,
2. Evaluates various requests of students (i.e. termination of an internship, change of employer, compensation for missing days) and brings them to the EB for discussion.
3. Facilitates the coordination among the FSEC, IA, IC, and HRD for the effective execution of these rules and regulations.

**1.6.7 Executive Board (EB):**

1. Makes the final decision for issues and any special circumstances (i.e. extension of internship by employer, change of internship term) that might arise during the internship process or various requests of students (i.e. termination of employment, change of employer, compensation for missing days) pertaining to their internships, based on the student’s petition.
2. Is authorized to make any changes or update these rules and regulations, where necessary.
3. Oversees the activities of the IC.

**1.6.8 Human Resources Directorate (HRD):**

1. Completes the Social Security enrollment of interns,
2. Records the necessary information,
3. Makes sure that all other procedures are effectively carried out as per these rules and regulations.

**1.6.9 Internship Supervisor:**

Internship supervisors are at least the deputy head or unit chief at the respective department. An internship supervisor:

1. Oversees the student at the employer over the course of the internship,
2. Evaluates the performance of the student.

**2. GENERAL PRINCIPLES**

SIs are deemed valid only if students complete their internships at businesses, organizations, and institutions other than those owned by their family members or close relatives.

**2.1. Summer Internship (SI):**

The term of SI is a minimum of 60 business days to be completed in the same place and at once for each SAS 200 and SAS 300 internship. The SAS 300 internship must be completed in a different place than the one where the SAS 200 internship was completed. This could be a different department within the same place of employment, or the same department within a different place of employment.

**2.1.1 SAS 200 Internship**

FAS students who successfully completed a minimum of 60 ECTS credits in the Spring semester in which their internship applications are accepted are eligible to apply to complete their first SI.

Students completing their SAS 200 internships are liable for submitting to their IA monthly interim reports (sas.in.15, two reports in total) over the course of their internships and a summary report (sas.in.14) at the end of their internships. Students are considered to have successfully completed their internships only after they duly satisfy all the evaluation steps and a minimum of 60 business days.

SAS 200 Internship is 4 ECTS credits and is graded with a standard letter grade. The assessment and grading criteria are provided in the course syllabus.

FAS students may take one (1) course (6 ECTS credits) during the Summer School while completing their summer internships so long as they can submit an official letter of permission issued by their employers and obtain the approval of their DH. However, in such a case, students must compensate for the number of missed days in order to complete the total number of required days for their internships.

Under special circumstances, the approval of the respective DH must be obtained.

**2.1.2. SAS 300 Internship**

SAS students who successfully completed a minimum of 120 ECTS credits in the Spring semester in which their internship applications are accepted are eligible to apply for completing their second SI. Students must have completed their SAS 200 internships in order to be eligible to start their SAS 300 internship.

Students who have completed their SAS 300 internships must submit the Employer Evaluation Form (sas.in.10). In addition, students must also submit to their IA a total of five (5) interim reports (sas.in.07.2) with two-week intervals during their internship and a final internship report (sas.in.11.2) at the end of their internship about the places where they completed their internships. Students are also required to make a presentation about their internships before their IA at the specified date and time. For the timely completion of grading, students are also responsible for making sure that the internship evaluation forms signed and stamped by the administrators at their internship employers (GARM: sas.in.09; HOTM: sas.in.09.1) are submitted to the IA on time. Students are considered to have successfully completed their internships only after they duly satisfy all the evaluation steps, and a minimum of 60 business days.

SAS 300 Internship is 5 ECTS credits and is graded with a standard letter grade. The assessment and grading criteria are provided in the course syllabus.

FAS students may take one (1) course (6 ECTS credits) during the Summer School while completing their summer internships, so long as they can submit an official letter of permission issued by their employers and obtain the approval of their DH. However, in such a case, students must compensate for the number of missed days in order to complete the total number of required days for their internships.

Under special circumstances, the approval of the respective DH must be obtained.

**2.2. Non-Credit Internship (NCI):**

Apart from their SAS 200 and SAS 300 internships, FAS students may also apply to complete non-credit internships during the time periods in which they do not have academic courses in order to build on their professional experience. Non-credit internships can be completed in the summer term at the end of the freshman year or in the senior year. Students’ non-credit internship requests are subject to the approval of IC and DH, and, when necessary, the decision of the FAS Executive Board. Students whose NCI applications are accepted are responsible for completing all the required documents and fulfilling the requirements specified in other articles of these rules and regulations.

**2.3. Announcement Calendar and Procedure**

All information, documents, and forms pertaining to internships are available on the FAS webpage under the respective department tabs. Internship announcements are posted via email (and via other channels when necessary). In the event of any special or urgent internship announcements, students are notified via either their OzU email addresses or the telephone number they previously provided to the University at the time of enrollment.

**3. PROCEDURE**

**3.1. Term**

**3.1.1 Term of Summer Internship (SI)**

The term of each summer internship is set at a minimum of sixty (60) business days by FAS pursuant to Labor Law and the relevant YOK provisions.

**3.2. Internship Placements**

**3.2.1. Internships in Turkey**

Internship placements in Türkiye are carried out as follows by the DH and IC:

a) Internship Application

In the Spring semester, students find the employers with whom they will complete their internships. After they obtain their employers’ approval, they complete the internship application form and submit it to the DEPIC. DEPIC collects all forms and hands over a copy of each form to the FSEC to be submitted to the HRD for Social Security procedures. The same application process also applies to the non-credit (optional) internship process.

b) Quota/Finding an Employer

The IC contacts employers that offer internships and obtains the required internship quotas. Students may also contribute to the search for an employer by suggesting a new firm or department. In such a case, all information available about the new firm/department is submitted to the IC for approval. In case of any extraordinary employer request, the IC consults the DH, and, when necessary, brings this issue up for discussion at the EB meeting. Once the employer is approved by the University, the student must submit the letter of acceptance issued by the employer, and all other application forms to DEPIC. Otherwise, any work completed for such an employer is not deemed to be an internship.

c) Placement

The placement of a student as an intern in an institution or organization is done by the relevant institution or organization’s recruitment and interview methods. At the end of this process, students who cannot be placed as interns in any institution or organization have to do internships in institutions or organizations determined by the IC.

**3.2.2. Internships Abroad**

Students who plan to complete their internships abroad must determine the country, city, and employer with whom they prefer to complete their internship and must obtain the approval of the prospective employer. Once the preferred employer grants its approval, the student must provide the DH with all the required information about the employer, as well as the contact details of the General Manager, HR Director, and head of the department where the student will intern. Should the employer be approved by the DH, the student completes the application procedures listed in Article 3.2.1.a. However, for the final approval, the prospective international intern must submit the employer’s letter of acceptance, as well as copies of the visa, residence permit, and work permit for the host country, and other required documents, if any, to DEPIC. It is the student’s responsibility to arrange and submit all these documents. Students whose international internship efforts have yielded no results are subject to the provisions of Article 3.2.1.b and 3.2.1.c.

**3.3. Principles for Starting an Internship**

**3.3.1. Internship Commencement Letter**

The Internship Commencement Letter is a letter issued, signed, and stamped by the employer to confirm that the student has started his/her internship with the employer. Students who start completing their internships must obtain their Internship Commencement Letter from the Human Resources Directorate (or their department head) located at the employer premises and submit it to DEPIC either in person or via fax or email **within five (5) business days from the first day of their internships.**

**3.3.2. Failure to Start the Internship**

Students must start their internships on the dates notified by their departments. Students wishing to change the start date of their internships must submit a request to the IC via the FSEC by providing viable and documented reasons and obtaining the approval of their employers. Students who fail to start their internships without obtaining the approval of the IC are deemed to have failed their internship courses. Students who start their internships later than the planned date due to a viable reason by obtaining the necessary approvals must compensate for the number of days missed at the end of their internships.

**3.3.3. Compensating for Missed Days of Internship**

Should the student have any incomplete internships due to a documented health problem or the passing-away of a first/second-degree relative, the student’s situation is first confirmed and approved with the EB resolution. The student must make up for the number of days missed in order to qualify for graduation. The place and duration of the supplementary internship are determined by the IC and DH. The student then needs to prepare the internship application forms and submit them to DEPIC again as per Article 3.2.1.a. The FSEC informs the HRD to complete the Social Security registrations.

**3.4. Principles for Attendance**

Students are required to duly complete their internships in full attendance at their employers, which are either offered to and/or proposed by students and approved by the IC, within the required internship period as per the rules and regulations of the employer. In the event of any issues or problems regarding the student’s attendance, the following steps are taken (as per Article 3.4.1):

**3.4.1. Short-Term Leave of Absence**

Students may request a short-term leave of absence for any viable reason, including medical reasons, the passing away of a first or second-degree relative, or any unavoidable circumstances that are beyond the control of the student. To request a leave of absence, students must **fill out the Leave of Absence Request (sas.in.05) and submit it to the IC with the required documents before the leave date**. Following a formal investigation conducted by the IA and the IC and a review of other information and documents that may be requested from the student, if deemed necessary, the decision is communicated to the student and the employer by the IC. The student who is granted a leave of absence is expected to compensate for the missed days at the end of the internship as per Article 2.2 of these rules and regulations.

Leaving and/or interrupting an internship without submitting the necessary documents or obtaining the IC’s official approval will render the internship invalid.

**3.4.2. Withdrawal from an Internship**

**The internships of students who permanently leave their internships at their own discretion** in violation of Article 3.3.2 and Article 3.4.1 of these Rules and Regulations are **deemed invalid.**

**3.4.3 Termination of Internship by the Employer**

Students whose internships are terminated by their employers are required to submit the Internship Termination Requisition Form (sas.in.06) to the IC. If deemed necessary, these students must also provide any additional information and documents that may be requested. The final decision is made after the necessary reviews are completed and communicated to the student. Should it be concluded that the student has been treated unfairly by his/her employer, the DH will find another employer, and the student will be allowed to complete his/her internship at the new employer.

However, in a case in which the student is deemed to be at fault, the student’s internship will be considered invalid. Also, where necessary, the student may be subject to a disciplinary investigation as per YÖK’s Rules and Regulations for Student Discipline at Higher Education Institutions and the Rules and Regulations for Student Conduct and Discipline at Özyeğin University. Should a disciplinary action be imposed as a result of the disciplinary investigation, the student will be subject to the disciplinary proceeding stipulated in the EB decision.

**3.5. Change of Employer**

The student may change his/her employer on the grounds of viable and acceptable reasons. To change the employer, the student must apply in writing by submitting the Employer Change Requisition Form (sas.in.04) to the IC. The request is reviewed by the IC, and if approved, the student’s employer is changed.

**3.6. Internship Completion Letter**

The Internship Completion Letter is a letter issued, signed, and stamped by the employer to confirm that the student has completed his/her internship at the employer. Students who complete their internships must obtain their Internship Completion Letter from the Human Resources Directorate (or their department head) at their employers and submit it to the IA either in person or via fax or email **within two (2) business days from the last day of their internships.**

**3.7. Internship Audit Visits**

During the internships, faculty members appointed by the DH visit the students at their employers, obtain the opinions of both the students and the employers, and fill out the Intern Audit Form (sas.in.03). In a case in which the student cannot be found at the employer during the internship audit, the employer is asked to provide written/verbal information regarding the whereabouts of the student, and the situation is reported to the IC. If the student has left the employer without justified reasons, the situation is noted down on the Intern Audit Form (sas.in.03), and the student may be subjected to a disciplinary investigation. Failure to be present at the employer’s place of work without a justified reason may render the student’s internship invalid. If the employer is located in another city or country, Article 1.6.3 will apply.

**3.8. Evaluation and Assessment of Internships**

The evaluation and assessment criteria for the internships to be completed by the students are determined by the EB. The internship evaluation and assessment criteria are shared with the IAs during the internship information sessions and are announced to the students prior to the start of the internships. Students are responsible for keeping abreast of and adhering to announcements about internships.

The evaluation, assessment, and grading of SAS 200 and SAS 300 internships are completed by the faculty member who is appointed as the IA at the beginning of the internship period. The IA is responsible for collecting and grading the interim reports (sas.in.07.2 and sas.in.15; assigned as Assignment via LMS) checking work completed by students, assessing to what extent the internship contributes to the student’s overall knowledge, experience, and manners, providing guidance to the student in alignment with this assessment, or establishing the necessary communication with the employer.

The IA collects an internship summary report (sas.in.14) from the student at the end of the SAS 200 internship. The IA calculates the student’s final grade for SAS 200 (interim and summary reports) and enters it into the system, and the internship is thus graded.

The IA also collects the final report (sas.in.11.2; assigned as Turnitin Assignment via LMS) from the student for SAS 300 internship at the end of the internship and schedules the final presentations the students need to make at the end of their internship in coordination with the IC (i. e. date, time, place), notifies the students of the date, time, and place of their final presentations, and concludes the final presentations. By the end of this process, reports and jury evaluation forms (i.e. interim reports, final report and presentations, evaluation notes) are completed (as per the evaluation and assessment criteria). When completing the forms, the result of the Intern Evaluation Form (sas.in.09) filled out by the representative of the employer (at least the deputy head or unit chief) is also considered. As a result, the IA calculates the student’s final grade for SAS 300 and enters it into the system, and the internship is thus graded.

**4. PROVISIONS ABOUT STUDENT DISCIPLINE**

**4.1.**  **Violations During Internship**

Violations listed in Article 3.4.3 and 3.7 may result in disciplinary proceedings based on the opinion of the IC and the IA and the evaluation and approval by the EB.

**4.2. Adherence to the Employer’s Policies**

The student accepts and acknowledges that they will adhere to the employer’s policies and act like a member of staff at the employer during the term of their internship. In case of any fault or violation by the student, the Human Resources Department (or the student’s department head) at the employer will notify the IA. The IA will then inform the DH. The DH will take the necessary actions and notify the employer of the result. In the event of an emergency or a grave circumstance, or where necessary, the employer may also choose to immediately terminate the student’s internship. In such a case, the employer is asked to provide a written explanation of the reasons for the termination of the student’s internship. If deemed necessary, the student may be subject to a disciplinary investigation.

**4.3 Damages to the Employer**

The student is responsible for all physical and moral damages he/she may cause at the place of work during the internship. In such a case, the student may be subject to a disciplinary investigation, if deemed necessary.

**4.4. Initiating a Disciplinary Investigation**

Internships are an integral part of the departments’ academic programs. Therefore, students are subject to YÖK’s Rules and Regulations for Student Discipline at Higher Education Institutions as well as the Rules and Regulation of Student Conduct and Discipline at Özyeğin University during their internships.

Students who provide misleading or incomplete information about their internships or employers, or who pretend to be completing an internship although they are not, may be subject to a disciplinary investigation subject to the decision of the EB. In such a case, the student’s internship may be rendered invalid pursuant to the EB decision.

**4.5 Issues During an Internship**

Should students encounter any legal, ethical, or moral violations or non-compliances at the internship sponsor, they must report such violations/non-compliances to IC and IA as soon as possible. After assessing the situation with the student, the IC reports it to the FAS management and makes sure that the necessary actions and measures are taken. The IC stays in close contact with FAS management, the student, and the employer and coordinates the development of an appropriate solution. Where necessary, the FAS management may also report the situation to the Office of the Dean of Students and proceed based on the recommendations of the Office of the Dean of Students. During the solution development process, FAS management may also decide to suspend the internship during the Executive Board meeting.

**5. MISCALLENOUS PROVISIONS**

In the absence of relevant provisions in this document, the DH will make the necessary decisions based on the general principles and rules and, if deemed necessary, will present the issue to the EB.

**6. FORMS**

**6.1. Application Forms**

* Mandatory Internship Information Form (sas.in.01.1)
* Social Security Application Checklist (sas.in.02)
* Unemployment Fund Contribution Form (HR Document)
* Internship Acceptance Letter (issued, signed, and stamped by the employer)

**6.2. Forms to Be Completed During Internship**

* The Internship Commencement Letter (issued, signed, and stamped by the employer)
* Intern Audit Form (sas.in.03)
* Employer Change Requisition Form (sas.in.04)
* Leave of Absence Request Form (sas.in.05)
* The Internship Withdrawal Form (sas.in.06)
* SAS 200 Interim Report (sas.in.15)
* SAS 300 Interim Report (sas.in.07.2)

**6.3. Forms to Be Completed After Internship**

* The Internship Completion Letter (issued, signed, and stamped by the employer)
* The Intern Evaluation Form (GARM: sas.in.09; HOTM sas.in.09.1 - Must be in Turkish if the internship sponsor/employer is based in Türkiye. Must be in English if the internship sponsor/employer is based overseas)
* Employer Evaluation Form (sas.in.10)
* SAS 200 Internship Summary Report (sas.in.14)
* SAS 300 Internship Final Report (sas.in.11.2)
* SAS 300 Report Evaluation Form (sas.in.12.2)
* SAS 300 Presentation Evaluation Form (sas.in.13.2)

**7. INTERNSHIP FORMS TABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Semester** | **Submitted By** | **Submitted To** | **Name of Form** |
| Prior to Internship  (Application) | Student | DEPIC | Mandatory Internship Information Form (sas.in.01.1) |
| SS Application Checklist (sas.in.02) |
| Unemployment Fund Contribution Form (HR Document) |
| Internship Acceptance Letter (signed, and stamped by the employer) |
| At the beginning of Internship  *All Internships* | Student  HR at the Employer | DEPIC | Internship Commencement Letter (issued, signed, and stamped by the employer) |
| During the Internship | IA |  | The Intern Audit Form (sas.in.03) |
| Student | IA | SAS 200 Interim Report (sas.in.15); SAS 300 Interim Report (sas.in.07.2) |
| Student  *All Internships* | DEPIC | If necessary,  Employer Change Requisition Form (sas.in.04)  Leave of Absence Request Form (sas.in.05)  The Internship Withdrawal Form (sas.in.06) |
| At the end of the Internship | Student  HR at the Employer  *All Internships* | DEPIC | Internship Completion Letter (issued, signed, and stamped by the employer) |
| Student | IA | The Intern Evaluation Form (Signed and stamped by the department head at the employer, enclosed in an envelope, or directly emailed to the IA)  GARM: sas.in.09; HOTM sas.in.09.1  (Must be in Turkish if the internship sponsor/employer is based in Türkiye. Must be in English if the internship sponsor/employer is based overseas). |
| Employer Evaluation Form (sas.in.10) |
| SAS 200 Internship Summary Report (sas.in.14);  SAS 300 Internship Final Report (sas.in.11.2) -LMS Turnitin Assignment |
| IA  As the course archive | DEPIC | The Intern Evaluation Form  GARM: sas.in.09; HOTM sas.in.09.1 |
| SAS 200 interim and summary, SAS 300 internship interim and final reports |
| The Intern Audit Form (sas.in.03) |
| Employer Evaluation Form (sas.in.10) |
| SAS 300 Report Evaluation Form (sas.in.12.2)  SAS 300 Presentation Evaluation Form (sas.in.13.2) |

The IA archives all forms, reports, and evaluation reports s/he has received and submits them to the FSEC at the end of the internship period for archiving.

**8. EFFECTIVENESS**

The Rules and Regulations for Mandatory Internship at the Faculty of Applied Sciences at Özyeğin University were revised and put into effect during the FAS EB Meeting dated January 3, 2024. The provisions herein will take effect starting with the 2023-2024 summer internships.