INTERNSHIP

PROCEDURES AND RULES

**Aim**

**ARTICLE 1 -** (1) The purpose of the “Internship Procedures and Rules” is to regulate the mandatory summer internship application procedures and principles of the departments of Haliç University Faculty of Business Administration.

Department Internship Commission

**ARTICLE 2 -** (1) The Department Internship Commission consists of a total of four faculty members, one of whom is a substitute member, who are convened under the Head of the Department.

Duration of Internship

**ARTICLE 3 -** (1) Internship durations are determined by the departmental board of directors. The duration is 45 working days in the Department of Management Information Systems and 20 working days in other departments of the faculty.

Internship Semester

**ARTICLE 4 -** (1) Students, after completing the 4th semester, can do their internships during the summer.

Place of Internship

**ARTICLE 5 -** (1) The places where the application will be made are official or private institutions.

1. Departments make all necessary contacts and attempts with workplaces to make it easier for students to find an internship place of the desired nature, but the responsibility for finding suitable internship places lies entirely with the student. After receiving an approval by the Department Internship Commission, students can do internships in public or private sector enterprises at home or abroad. Students cannot make a change in the place of internship without the approval of the Department’s Internship Commission.
2. The activities undertaken during the internship should be in accordance with the departmental curriculum and should enable the development of manners and skills.
3. When students determine the place of internship, they should apply to the Department Head with a petition and get written approval for the place where they will do their internship. Internships of students who have not completed the approval process will not be accepted.

Validity of Internships in Undergraduate and Vertical Transfers

**ARTICLE 6 -** (1) The relevant department’s Internship Committee decides whether the internship of the students who have registered to our university through undergraduate and vertical transfer will be accepted as valid or not.

(2) The working days of students who have worked in public or private institutions or organizations related to their profession after graduating from a vocational high school and who have started undergraduate education are not considered as internships in these institutions.

Internship Documents

**ARTICLE 7 -** (1) The students before the start of the internship must submit the Internship Application Petition, receive the Internship Notebook, the Workplace Internship Evaluation Form and the Student Internship Evaluation Form from the Faculty of Business Administration and the Compulsory Internship Document from the university’s website.

Beginning and Ending of the Internship

**ARTICLE 8 -** (1) Students are required to fill out the Internship Application Petition before starting the internship, submit it to the Department Head and obtain eligibility for the internship location and internship dates from the Internship Commission.

1. If Saturday is a working day at the place where the internship will be held, an official letter stating that Saturdays are working days should be received from the institution and submitted to the Department together with the Internship Application Petition.
2. The rules and conditions specific to the Departments regarding the internship places are stated in Article – 9, Article – 10, Article – 11 and Article – 12.
3. The internship can start on the first Monday following the end of the exams at the earliest and must be completed no later than the first day of the next academic semester.
4. Students whose Internship Application Petition has been approved must fill out the Compulsory Internship Document in 3 copies and submit it to the University Internship Coordinator 20 days before the beginning of the internship with a signed form. One of the forms will remain at the University Internship Coordinator, one will be submitted to the institution where the internship will be completed, and one will be delivered to the Department Head along with the internship notebook at the end of the internship.
5. Students are required to obtain the internship notebook from the Faculty Secretary and receive the approval of the Department Head before the start of the internship.
6. The internship notebook, the compulsory internship form, the workplace internship evaluation form (in a closed envelope) and the student internship evaluation form must be submitted to the relevant Department within the first week of the academic year. Internship notebooks that are not delivered during the specified period will be considered invalid and the student’s internship grade will be processed as unsuccessful.
7. The internships of students who have submitted the internship documents specified in the above paragraph will be examined by the internship commission and decision will be made whether the internship is successful or not.
8. Students who have completed their internship are required to register to the internship course through the system during their senior year.
9. Students must complete their internship during the academic period to be eligible for graduation.

Requirements Specific to the Departments

**ARTICLE 9 -** (1) Criteria specific to students of the Department of Public Relations and Publicity:

1. Students of the Department of Public Relations and Publicity can complete their internships in four different fields:
	* HIT491 Local Government Internship: Internships conducted in municipalities, prefectures, government departments or non-governmental organizations.
	* HIT493 Public Relations/Agency Internship: Internships conducted in public relations and advertising agencies or in public relations or corporate communication units of institutions.
	* HIT495 Media Internship: Internships conducted in public and private radio and television organizations, agencies, relevant departments of newspapers and magazines, organizations engaged in Internet broadcasting.
	* HIT497 General Business Internship: Internships in marketing communications of Public and private organizations, advertising, public relations, publicity, department related to press, customer relations, purchasing, marketing or sales.

**ARTICLE 10 -** (1) Criteria specific to students of the Department of Management Information Systems:

1. Internship Duration: After completing the 4th semester, students of the Management Information Systems Department can do their internship at home or abroad during the summer semesters. Students who will do their internship at the end of the 4th semester can do an internship for a maximum of 20 working days. The remaining 25 working days should be completed in the summer term after the 6th semester. Students can do all 45 working days in the field of informatics. Students who want to do internship in the field of business have to do a maximum of 20 working days of their internship in the relevant field and the remaining 25 working days in the field of information technologies.
2. Internship Department: For the field of informatics students can do their internship in the information technology (IT) units of companies, system analysis and design, object-oriented programming (C# and Java), web-based information system applications, enterprise resource planning (ERP), technology-based customer Relationship management (CRM), logistics and supply chain management, business intelligence, business analysis, IT project management, electronic business and commerce, mobile applications, data analysis and design, network design, information security. For the field of business administration, they can complete their internship in departments related to human resources, marketing, finance, and tourism management.

**ARTICLE 11 -** (1) Criteria specific to students of the Department of Political Science and International Relations:

a) Students of the Department of Political Science and International Relations can complete their internships in the media sector, non-governmental organizations, international organizations, ministries and public institutions, consulates and cultural houses of foreign states and international companies.

**ARTICLE 12 -** (1) Criteria specific to students of the Department of International Trade and Management:

a) International Trade and Business Department students can complete their internships in international trade companies, foreign trade capital companies, logistics companies, exporters’ unions, Turkish Exporters Assembly, Foreign Economic Relations Board (DEIK), export-related associations, Regional Directorates of the Ministry of Trade, foreign exchange department of banks, free zones, free shops, the Chamber of Commerce and Industry and any private or public institution that has a relationship with international trade.

Final Provisions

**ARTICLE 13 -** (1) Internships started without obtaining approval from the departmental internship commission are considered invalid.

1. Work experience gained in advance without choosing an internship course cannot be counted as an internship course.
2. Studies and work experiences within the scope of Work & Travel cannot be considered as a substitute for an internship course.

**ARTICLE 14 -** (1) The opinion of the Faculty Board of Directors is received on any issues not mentioned here.