



FACULTY OF ARTS INTERNSHIP REGULATIONS

SECTION ONE

Purpose, Scope, Legal Basis, and Definitions

1. Purpose and Scope

This Regulation defines the processes, procedures, and principles regarding the planning, implementation, and evaluation of internships carried out outside the Faculty, in institutions and organizations where professional practice is conducted, with the aim of enabling students of the Faculty of Arts at Arkin University of Creative Art and Design (ARUCAD) to further develop the knowledge and skills they have acquired through theoretical and practical courses during the course of their education.

2. Legal Basis

This Regulation is entitled the “Faculty of Arts Internship Regulation of Arkin University of Creative Art and Design” and is enacted by the Senate of the University.

3. Definitions

For the purposes of this Regulation, the following terms shall mean;

- a) **Department:** The departments of the Faculty of Arts at Arkin University of Creative Art and Design,
- b) **Head of Department:** The Heads of Departments of the Faculty of Arts at Arkin University of Creative Art and Design,
- c) **Department Internship Commission:** The commission established within each department for the organization and coordination of internship-related activities,
- d) **Chair of the Department Internship Commission:** The relevant Head of Department or a faculty member appointed by the Head of Department,
- e) **Dean:** The Dean of the Faculty of Arts at Arkin University of Creative Art and Design,
- f) **Dean’s Office:** The Dean’s Office of the Faculty of Arts at Arkin University of Creative Art and Design,
- g) **Faculty:** The Faculty of Arts at Arkin University of Creative Art and Design,
- h) **Faculty Board:** The Faculty Board of the Faculty of Arts at Arkin University of Creative Art and Design,
- i) **Faculty Internship Commission:** The commission established for the organization and coordination of internship activities across the Faculty,
- j) **Chair of the Faculty Internship Commission:** The Vice Dean appointed by the Dean, responsible for education and training as well as internship-related procedures and operations,
- k) **Institution/Organization:** The public or private institution/organization where the internship is carried out,

- l) **Institution/Organization Internship Supervisor:** The internship supervisor of the public or private institution/organization where the student undertakes the internship,
- m) **Student Affairs Unit:** The Student Affairs Directorate of Arkin University of Creative Art and Design,
- n) **Rector:** The Rector of Arkin University of Creative Art and Design,
- o) **Senate:** The Senate of Arkin University of Creative Art and Design,
- p) **SGK:** The Social Security Institution,
- q) **Summer Term:** The period beginning on the date when the end-of-term examinations of the Spring semester conclude and ending on the date when the courses of the Fall semester commence,
- r) **Executive Board:** The Faculty Executive Board of the Faculty of Arts at Arkin University of Creative Art and Design.

SECTION TWO

Internship Commissions

4. Faculty Internship Commission

“The Faculty Internship Commission” is composed of the Dean and the Chairs of the Department Internship Commissions. The Dean serves as the Chair of the Commission, and the Commission convenes upon the request of the Dean. The duties of the “Faculty Internship Commission” are as follows:

- (a) To determine the fundamental principles related to internships,
- (b) To organize and coordinate internship activities,
- (c) To ensure that students’ Social Security Institution (SGK) notifications are submitted to the Directorate of Student Affairs,
- (d) To submit objections regarding the evaluation of internships to the Faculty Administrative Board for decision,
- (e) To carry out other tasks and procedures related to internships.

5. Department Internship Commission

“The Department Internship Commission” consists of three academic staff members appointed by the Head of the Department or by a person authorized by the Head of the Department, one of whom serves as Chair and must be a faculty member, and the other two as members. The term of office of the Chair and members is three years. “The Department Internship Commission” convenes upon the request of its Chair. The duties of the “Department Internship Commission” are as follows:

- (a) To organize and coordinate internship activities,
- (b) To examine and evaluate internship documents in terms of their compliance with the relevant regulations,
- (c) To monitor the internship application process,
- (d) To oversee the proper conduct of the internship in accordance with its objectives and rules, and, when necessary, to obtain information about the student from the host institution/organization,
- (e) To examine and evaluate the “Student Internship Report File”,
- (f) To ensure that the Student Affairs Unit monitors the student’s Social Security Institution (SGK) notifications,

- (g) To decide whether the internship has been successfully completed by evaluating the “Institution/Organization Student Internship Evaluation Form”, “the Student Internship Report”, and any additional information/documents related to the internship,
- (h) To forward objections regarding the evaluation of internships to the “Faculty Internship Commission”,
- (i) To submit in writing to the “Student Affairs Unit” the information of students who have completed their internships,
- (j) To carry out other tasks and procedures related to internships.

SECTION THREE

Internship Period, Duration, Schedule, and Internship Placement

6. Internship Period, Duration, and Schedule

- (1) Students enroll in the internship course together with the other courses of the relevant semester as follows:
 - (a) In the Department of Photography, during the Fall Semester of the 4th year (7th semester),
 - (b) In the Department of Ceramics, during the Spring Semester of the 2nd year (4th semester),
 - (c) In the Department of Film Design and Directing, during the Spring Semester of the 3rd year (6th semester),
 - (d) In the Department of Archaeology and Art History, during the Spring Semester of the 1st year (2nd semester), the Spring Semester of the 2nd year (4th semester), and the Spring Semester of the 3rd year (6th semester).
- (2) It is essential that the internship practice related to the student’s field of study, which constitutes the practical component of the internship course, be carried out either within the relevant semester (provided that course schedules are not adversely affected) or during the summer months following that semester, in a manner that does not overlap with or disrupt another academic term and/or course schedule.
- (3) Students of the Departments of Photography, Ceramics, and Film Design and Directing shall complete, within the schedule specified above, a one-time off-campus internship with a value of 5 ECTS credits, corresponding to 15 full working days or 30 half working days. Students of the Department of Archaeology and Art History, on the other hand, shall complete, within the schedule specified above, an off-campus internship with a total value of 15 ECTS credits, corresponding to 45 full working days or 90 half working days, to be carried out over three separate periods (each period worth 5 ECTS credits).
- (4) The responsibility for internships within a Double Major Program is undertaken by the student’s second major. In cases where both majors of a double major student are within the Faculty of Arts, the student is obliged, in order to fulfill graduation requirements, to complete the internship requirements of the second major in addition to those of the first major. Students whose sole major is within the Faculty of Arts are subject to the internship principles and regulations of the faculty and program in which they are enrolled.
- (5) Students who fail to complete their compulsory internships shall not be eligible for graduation until they have fulfilled all internship requirements.
- (6) Attendance during the internship is compulsory. Days not attended due to valid excuses shall be made up. The “Institution/Organization Internship Supervisor” may terminate the internship of a student who fails to comply with the rules and shall notify the “Faculty Internship Commission” accordingly. In cases where a student is unable to complete the internship due to force majeure

or a justified reason, the Faculty Administrative Board shall decide whether the completed portion of the internship may be counted toward the internship requirement.

7. Internship Placement

The responsibility for finding a suitable internship placement rests entirely with the student. However, the “Department Internship Commission” and the “Faculty Internship Commission” may undertake the necessary initiatives with institutions/organizations in order to facilitate the student’s access to an internship placement that meets the required qualifications. Before commencing an internship at an institution/organization within the country that the student has found through their own initiative, the student must obtain the approval of the “Department Internship Commission”; internships undertaken without such approval shall not be considered valid. A student who wishes to complete an internship abroad may do so either within the scope of an exchange program or, subject to obtaining the written approval of the “Department Internship Commission”, at an institution/organization abroad that the student has independently secured. Students may complete their internships in the Republic of Türkiye, the Turkish Republic of Northern Cyprus, or a third country, within private or public sector institutions or non-governmental organizations.

In selecting an internship placement, the following criteria must be fulfilled:

- (a) The internship placement must provide activities through which the student can observe and practice the professional applications related to their field of education,
- (b) The internship placement must have been actively carrying out professional practices related to the student’s field of education for at least two years,
- (c) The authorized person/expert to whom the intern student will report must not be a first-degree relative of the student.

8. Change of Internship Placement

- (1) After commencing the internship, the student may not change the internship placement without the approval of the “Department Internship Commission”.
- (2) In cases such as the occurrence of a strike or lockout at the host institution/organization, fire, bankruptcy, occupational accident, earthquake, flood, or other natural disasters, or where the student is assigned duties outside the scope of the internship objectives, the student may, with the approval of the “Department Internship Commission”, complete the remaining internship period at a new internship placement.
- (3) With regard to requests for a change of internship placement based on reasons not specified in this directive but reported by the intern student, the “Department Internship Commission” is the authorized body to make a decision.

SECTION FOUR

Implementation and Procedures of the Internship

9. Conduct of Internship Procedures

Procedures related to the internship begin with the course registration completed by the student’s academic advisor. Subsequently, all processes concerning the student’s internship application, placement, supervision, and evaluation are carried out by the faculty member responsible for the internship course. The institutions/organizations at which the relevant students will undertake their internships are determined upon the student’s request and with the approval of the “Department Internship Commission”. The conduct of the internship is as follows:

- (a) Students shall inform the faculty member responsible for the internship course of the prospective institution(s) with which they have made preliminary contact for internship purposes at least one month prior to the intended start date of the internship. After the internship placement has been examined in terms of the relevant criteria, the applicant student shall be notified, by decision of the Department Internship Commission, whether the placement is deemed suitable or not.
- (b) Students shall personally submit a formal application to the institution at which they wish to undertake their internship, using the internship application documents obtained from the faculty member responsible for the internship course, and shall submit the internship acceptance letter received from the institution to the responsible faculty member as soon as possible.
- (c) The internship acceptance letter must be signed by the senior authorized official of the host institution and approved with the official stamp/seal of the institution. The host institution shall also include in the acceptance letter any regulations and/or informational notes deemed necessary from its own perspective.
- (d) By paying the fee determined annually by the University Senate, students shall obtain from the Directorate of Student Affairs the student internship file to be used for the monitoring and evaluation of the internship.
- (e) The student internship file shall contain the internship logbook (Annex 1), the internship evaluation record form (Annex 2), a sealed envelope provided by ARUCAD for the submission of the evaluation record form, and the student internship evaluation form (Annex 3).
- (f) With the exception of the student internship evaluation form, the internship file, together with the other documents contained therein, shall be submitted by the student to the relevant authorized official at the workplace on the first day of the internship.
- (g) Students undertaking an internship are obliged to comply with the working rules of the host institution. Any responsibility arising from failure to fulfill these obligations shall rest solely with the student.
- (h) During the internship period, the student shall complete the internship logbook regularly on a daily basis and shall have each page checked, signed, and stamped/sealed by the authorized official of the unit to which the student is assigned throughout the internship.
- (i) During the internship period, the student is obliged to produce audio-visual documentation demonstrating the duties and activities performed. The number of such materials shall not be fewer than three.
- (j) Upon completion of the internship, the student shall submit, in an envelope/file, the internship logbook, the internship evaluation record form completed by the authorized official of the host institution (placed in the sealed envelope provided by ARUCAD and fully sealed), the student internship evaluation form prepared by the student, and the audio-visual documentation evidencing the internship, to the Faculty Secretary against signature.
- (k) All of the aforementioned documents must be submitted in full within fifteen days following the commencement of the academic term. Internship documents submitted after this period shall not be evaluated. In the event of a compelling reason, students who are unable to submit the required documents in full within the specified period must apply in writing to the "Department Internship Commission", explaining the circumstances. The internship of students who fail to fulfill the specified procedures shall be deemed invalid.

SECTION FIVE

Evaluation of the Internship and Recording of the Internship Grade

10. Evaluation of the Internship Practice and Recording of the Internship Course Grade

- (1) The Department Internship Commission forms its assessment of the student's internship on the basis of the following materials submitted by the student to the Faculty Secretariat: i) the internship logbook, ii) the internship evaluation record form, iii) the student internship evaluation form, iv) audio-visual documentation evidencing the internship practice, and v) other applicable methods of evaluation. Where deemed necessary, the Department Internship Commission may conduct an interview with the student regarding the internship, require the student to perform a practical task, or request the correction and/or resubmission of the required documents.
- (2) As a prerequisite for an internship to be deemed successful, the "Evaluation Score" indicated in the Internship Evaluation Record Form completed by the host institution/organization must be at least three out of five.
- (3) The evaluation of all information and documents is carried out by the "Department Internship Commission". For the internship reviewed and assessed by the Commission to be considered successful, the "Evaluation Score" awarded by the Commission must also be at least three out of five. Taking into account all awarded evaluation scores, the "Department Internship Commission" decides whether the student has successfully or unsuccessfully completed the internship. In cases where the student is deemed unsuccessful, the decision shall be recorded with a written justification. Internships of students who fail to complete the required procedures in a timely, proper, and accurate manner shall be deemed invalid.
- (4) If, as a result of the examination of internship documents by the Department Internship Commission, it is determined that a student has falsified internship documents or submitted internship-related documents despite not having carried out the internship work, the necessary administrative and legal proceedings shall be initiated.
- (5) A student may submit a written objection to the Dean's Office against the decision of the "Department Internship Commission" regarding the evaluation of the internship within five working days following the announcement of the decision. The objection shall be reviewed by the "Faculty Internship Commission" and resolved by the Faculty Administrative Board.
- (6) In the event that a student is deemed unsuccessful in the internship, the internship shall be repeated under the same conditions.
- (7) For students whose internships are deemed successful, the internship information shall be recorded on the "Transcript" and, in order to be placed in the student's file together with other documents, shall be forwarded by the Department Chair to the relevant Academic Advisor and the Dean's Office.
- (8) During graduation procedures, no internship course grade other than that specified in this directive shall be required.

11. Exemption

For an exemption to be granted, the relevant documents must first be examined and approved by the Department Internship Commission and subsequently reviewed by the Department Council, where a final decision is made. The conditions for exemption are as follows:

- (a) Students who document that they have completed an internship, in accordance with provisions that are identical or comparable to those set forth in this regulation, during prior studies in a program/department equivalent to the one in which they are currently enrolled; or

- (b) Students who document that they have engaged in at least one (1) year of actual professional employment in an institution or organization related to the program/department in which they are currently enrolled shall be deemed exempt from the internship course/internship requirement.

SECTION SIX Other Provisions

12. Cases Not Regulated

In matters not explicitly regulated by this directive, the provisions of other relevant legislation, as well as the decisions of the Board of Trustees, the Council of Higher Education (YÖK), the Higher Education Planning, Evaluation, Accreditation and Coordination Council (YÖDAK), the Senate, the University Executive Board, and other relevant boards shall apply.

13. Entry into Force

This directive shall enter into force on the date of its adoption by the Senate of Arkin University of Creative Arts and Design (ARUCAD).

14. Authority for Enforcement

The provisions of this directive shall be executed by the Rector of Arkin University of Creative Arts and Design.

DOCUMENTS TO BE PREPARED FOR THE PROCEDURES SPECIFIED IN THE DIRECTIVE AND THEIR DESCRIPTIONS

1. Internship File

(a) *Internship Logbook:*

- Intern's personal information
- Internship institution information
- Information of the authorized supervisor at the internship institution
- Internship start and end dates and mode of work (full-time, part-time)
- Daily work activities

(b) *Internship Evaluation Form:*

- Intern's personal information
- Internship institution information
- Information of the authorized supervisor at the internship institution
- Behavioral performance record (grading based on clearly defined criteria)
- Internship start and end dates and mode of work (full-time, part-time)
- Attendance and continuity during the internship
- Overall level of professional knowledge
- Overall level of professional skills
- Level of task fulfillment
- Comments and final performance evaluation (successful/unsuccessful)

(c) *Sealed Envelope for the Internship Evaluation Form*

(d) *Student Internship Evaluation Form:*

Skills acquired, professional knowledge learned, experiences gained, sectoral observations, and professional observations regarding the workplace

2. Monitoring of Internship Applications

The monitoring of internship applications shall be carried out by the faculty member responsible for the internship course through lists/forms maintained for each applicant student. These records shall include information on students undertaking internships, internship institutions, internship supervisors, internship dates/types, approval or rejection of the internship placement, date, and signature.

3. Internship Application and Acceptance Form

This form shall be prepared by the Faculty Dean's Office on official letterhead in the format of a letter template and shall be delivered by the student to the internship institution. It shall include the student's identity and contact information, the program and year of study in which the student is enrolled, the requirement or request for an external internship, a section for the signature of the senior authorized representative of the institution and the institution's stamp/seal, as well as information regarding the unit in which the internship will be conducted and the relevant date range.