



FACULTY OF DESIGN INTERNSHIP REGULATIONS

SECTION ONE

Purpose, Scope, Legal Basis, and Definitions

1. Purpose and Scope

This Regulation defines the processes, procedures, and principles governing the planning, implementation, and evaluation of internships carried out by students of the Faculty of Design at Arkin University of Creative Arts and Design (ARUCAD). The purpose of the internship is to enable students to further develop the knowledge and skills they have acquired through theoretical and practical coursework during their studies by gaining experience in institutions and organizations outside the faculty where their professions are practiced.

2. Legal Basis

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

3. Definitions

For the purposes of this Regulation, the following terms shall have the meanings indicated below

- a) **Department:** The departments within the Faculty of Design at ARUCAD,
- b) **Head of Department:** The Heads of the Departments of the Faculty of Design at ARUCAD,
- 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 Design at ARUCAD,
- f) **Dean’s Office:** The Dean’s Office of the Faculty of Design at ARUCAD,
- g) **Faculty:** The Faculty of Design at ARUCAD,
- h) **Faculty Board:** The Faculty Board of the Faculty of Design at ARUCAD,
- i) **Faculty Internship Commission:** The commission established to organize and coordinate internship activities across the Faculty,
- j) **Chair of the Faculty Internship Commission:** The Vice Dean appointed by the Dean and responsible for education, training, and internship-related procedures,
- k) **Institution/Organization:** The public or private institution/organization where the internship is conducted,
- l) **Institution/Organization Internship Supervisor:** The authorized internship supervisor of the public or private institution/organization where the student undertakes the internship,
- m) **Student Affairs Unit:** The Student Affairs Directorate of ARUCAD,
- n) **Rector:** The Rector of ARUCAD,

- o) **Senate:** The Senate of ARUCAD,
- p) **Social Security Institution (SGK):** The Social Security Institution,
- q) **Summer Term:** The period beginning at the end of the final examinations of the Spring semester and ending on the date when courses of the Fall semester commence,
- r) **Executive Board:** The Faculty Executive Board of the Faculty of Design at ARUCAD

SECTION TWO

Internship Commissions

4. Faculty Internship Commission

“The Faculty Internship Commission” shall be composed of the Dean and the Chairs of the Department Internship Commissions. The Dean shall serve as the Chair of the Commission, and the Commission shall convene upon the request of the Dean. The duties of the Faculty Internship Commission are as follows:

- (a) To determine the principles governing internships,
- (b) To organize and coordinate internship activities,
- (c) To ensure that students’ Social Security Institution (SGK) notifications are submitted to the “Student Affairs Directorate”,
- (d) To submit objections related to internship evaluations to the Faculty Executive Board for resolution,
- (e) To carry out other tasks and procedures related to internships.

5. Department Internship Commission

“The Department Internship Commission” shall be composed of three academic staff members, one of whom shall be a faculty member appointed as Chair, while the other two shall serve as members. The Chair shall be either the Head of Department or an academic staff member appointed by the Head of Department. The term of office for the Chair and members shall be three (3) years. The Commission shall convene 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 the compliance of internship documents with this Regulation,
- (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 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 related to internship evaluations to the “Faculty Internship Commission”,
- (i) To submit in writing the information of students who have completed their internships to the “Student Affairs Unit”,
- (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 shall enroll in the internship course in the Spring Semester of their second year (4th semester), together with the other courses of that semester.
- (2) The internship activity related to the student's field of study shall be carried out during the summer months following the relevant semester. It is essential that the internship does not overlap with or disrupt another academic term and/or course schedule.
- (3) Students who are enrolled in summer school programs at ARUCAD or at another university may not undertake internships during the summer period. Only students who have no more than eight (8) credits remaining for graduation but who have not yet fulfilled the internship requirements may undertake compulsory or voluntary internships during the academic term.
- (4) Within the schedule specified above, students shall complete an internship with a value of five (5) ECTS credits, corresponding to a total of sixty (60) working days, in both office settings and construction sites/worksites. Each official working day at the workplace shall be counted as an internship working day, provided that it is duly documented.
- (5) For each internship period, the total number of working days shall not be fewer than thirty (30) days. Internships may be completed as two periods of 15 + 15 days, or as two periods of 15 + 15 + 30 / 30 + 30 days.
- (6) The internship responsibility for students enrolled in a Double Major Program shall be administered by the student's second major. If both majors of a double major student are within the Faculty of Design, the student shall be required, in addition to fulfilling the internship requirements of the first major, to complete an additional thirty (30) days of office, construction site, or factory/workshop internship for the second major in order to meet graduation requirements. Students whose sole major is within the Faculty of Design shall be subject to the internship principles and regulations of the faculty and program in which they are enrolled.
- (7) Students who do not complete their compulsory internships shall not be eligible for graduation until all internship requirements are fulfilled.
- (8) Attendance during the internship is mandatory. Days missed due to valid excuses shall be compensated. "The Institution/Organization Internship Supervisor" shall terminate the internship of any student who fails to comply with the rules and shall report the situation to the Faculty Internship Commission. In cases where a student is unable to complete the internship due to force majeure or a justified reason, the Faculty Executive Board shall decide whether the portion of the internship already completed may be counted toward the internship requirement.

7. Internship Placement

- (1) 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 placement in an internship that meets the required qualifications. Before commencing an internship within the country at an institution/organization found through the student's own initiative, the student must obtain the approval of the "Department Internship Commission"; internships undertaken without such approval shall not be considered valid. Students wishing to undertake an internship abroad may do so either within the scope of an exchange program or at a foreign institution/organization found through their own initiative, provided that they obtain the written approval of the "Department Internship Commission".

- (a) **Office Internship:** Consists of work carried out in architecture, interior architecture, and industrial design offices, advertising agencies, and relevant public institutions and organizations.
 - (b) **Construction Site Internship:** Consists of work carried out at construction sites.
 - (c) **Internships at Archaeological Excavations:** Depending on the scope of the work, such internships shall be evaluated as either office or construction site internships.
 - (d) **Industrial Design Internships:** Consist of internships carried out in factories, manufacturing companies, and the workshops of manufacturing companies.
- (2) Students may undertake their internships in public or private sector institutions and organizations, as well as in non-governmental organizations, located in the Republic of Türkiye, the Turkish Republic of Northern Cyprus, or a third country.
- In selecting an internship placement, the following criteria must be met:
- (a) The internship placement must offer activities that enable the student to observe and practice the professional applications related to their field of study,
 - (b) The internship placement must have been carrying out professional practices related to the student's field of study for at least two (2) years,
 - (c) The authorized supervisor/expert to whom the intern will report must not be a first-degree relative of the student.

8. Internship Placement Change

- (1) After the internship has commenced, a student may not change their internship placement without the approval of the "Department Internship Commission".
- (2) In cases such as strikes or lockouts, fire, bankruptcy, occupational accidents, earthquakes, floods, or other natural disasters at the internship institution/organization, or if the student is assigned work outside the purpose of the internship, the student may complete the remaining internship period at a new placement with the approval of the "Department Internship Commission".
- (3) For other reasons for internship placement changes not specified in this Regulation but reported by the student, the "Department Internship Commission" shall have the authority to decide.

SECTION FOUR

Execution and Administration of Internships

9. Execution of Internship Procedures

Internship-related procedures shall primarily commence with the student's course registration, supervised by their academic advisor. Subsequently, the processes of application, guidance, supervision, and evaluation related to the internship shall be managed by the faculty member responsible for the internship course. The institutions/organizations where students will undertake their internships shall be determined based on the student's request and the approval of the Department Internship Commission. The workflow of the internship is as follows:

- (a) Students shall notify the faculty member responsible for the internship course of the potential institutions/organizations where they plan to undertake their internship at least one month prior to the internship start date. The internship placement shall be evaluated according to the relevant criteria, and the Department Internship Commission shall inform the applicant whether the placement is approved or not.
- (b) Students shall submit an official application to the desired internship institution using the application documents obtained from the faculty member responsible for the internship course.

The student shall promptly submit the internship acceptance letter received from the institution to the responsible faculty member.

- (c) The internship acceptance letter must be signed by the authorized supervisor of the internship institution and validated with the institution's official stamp/seal. The institution may also include in the acceptance letter any regulations or informational notes deemed necessary for the internship.
- (d) Students shall obtain the Student Internship File from the Student Affairs Directorate by paying the fee determined annually by the University Senate. This file will be used for monitoring and evaluating the internship.
- (e) The internship file shall contain the following: the Internship Logbook (Annex-1), the Internship Evaluation Form (Annex-2), a sealed envelope provided by ARUCAD for placing the internship evaluation form, and the Student Internship Evaluation Form (Annex-3).
- (f) Except for the Student Internship Evaluation Form, the internship file, along with all other documents, must be submitted by the student to the relevant supervisor at the workplace on the first day of the internship.
- (g) Students participating in the internship are obliged to comply with the working rules of the internship placement. The student shall bear full responsibility for any consequences arising from failure to fulfill these obligations.
- (h) During the internship, the student must maintain the Internship Logbook on a daily basis and have each page reviewed, signed, and stamped/sealed by the authorized supervisor of the unit where the internship is being carried out.
- (i) The student is responsible for creating audiovisual documentation demonstrating the tasks and activities performed during the internship. The number of such documentation items must not be fewer than three.
- (j) Upon completion of the internship, the student shall submit the following to the faculty secretary against a signature, in a single envelope or folder: the Internship Logbook, the Internship Evaluation Form completed by the internship supervisor (placed in the ARUCAD-provided sealed envelope, fully closed), the Student Internship Evaluation Form prepared by the student, and the audiovisual documentation showing the internship activities.
- (k) All listed documents must be submitted within fifteen (15) days following the start of the next academic term. Internship documents submitted after this deadline will not be considered. In cases of unavoidable circumstances, students unable to submit the complete documents within this period must apply in writing to the Department Internship Commission explaining their situation. Internships for students who fail to fulfill these procedures shall be considered invalid.

SECTION FIVE

Evaluation of the Internship and Processing of the Internship Grade

10. Evaluation of Internship Work and Processing of Internship Course Grade

- (1) The Department Internship Commission shall form an opinion on the student's internship by reviewing the following documents submitted by the student to the Faculty Secretariat: i) Internship Logbook, ii) Internship Evaluation Form, iii) Student Internship Evaluation Form, iv) Audiovisual documentation of the internship activities, and v) Other assessment methods. If deemed necessary, the Department Internship Commission may conduct an interview with the student regarding the internship, have the student perform practical tasks, and request corrections and/or resubmission of required documents.

- (2) For the internship to be considered successful, the Evaluation Score indicated on the Internship Evaluation Form completed by the host institution/organization must be at least three (3) out of five (5).
- (3) The evaluation of information and documents shall be carried out by the “Department Internship Commission”. For an internship to be deemed successful, the “Evaluation Score” assigned by the Commission must also be at least three (3) out of five (5). Taking into account the scores given, the Commission shall decide whether the student’s internship is successful or unsuccessful. A reasoned written decision shall be provided for students who fail. Students who fail to complete the above procedures accurately and in a timely manner shall have their internship considered invalid.
- (4) If, upon review of the internship documents and accompanying materials, it is determined that a student has falsified documents or submitted materials without actually completing the internship, the necessary administrative and legal actions shall be initiated against the student.
- (5) The student may submit a written appeal to the Dean’s Office within five (5) working days from the date of the announcement of the “Department Internship Commission”’s evaluation. The appeal shall be reviewed by the “Faculty Internship Commission” and decided upon by the Executive Board.
- (6) Students who fail the internship must repeat it under the same conditions.
- (7) For students who successfully complete the internship, the internship information shall be recorded in the “Transcript of Records” and the documents shall be submitted by the Department to the Academic Advisor and the Dean’s Office to be included in the student’s file.
- (8) No additional internship course grade shall be required during graduation procedures beyond what is specified in this Regulation.

11. Exemption

In order to obtain an exemption, the relevant documents must first be reviewed and approved by the Department Internship Committee, and subsequently discussed and decided upon by the Department Board. The conditions for exemption are as follows:

- (a) Students who can document that they have completed an internship in their previous education equivalent to their current program/department in accordance with or similar to the provisions of this regulation, or
- (b) Students who can document at least one year of practical work experience in an organization related to their current program/department,

SECTION SIX Other Provisions

12. Cases Not Covered in the Regulation

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

13. Entry into Force

This Regulation shall enter into force as of the date it is approved by the ARUCAD Senate.

14. Authority for Implementation

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

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

1. Internship File

(a) *Internship Logbook:*

- Intern information
- Internship placement information
- Internship supervisor information
- Internship start and end dates and working schedule (full-time, part-time)
- Daily work activities

(b) *Internship Evaluation Form:*

- Intern information
- Internship placement information
- Internship supervisor information
- Conduct record (scored according to clearly defined criteria)
- Internship start and end dates and working schedule (full-time, part-time)
- Attendance during internship
- Overall professional knowledge level
- Overall professional skill level
- Performance in completing assigned tasks
- Comments and success 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, professional observations related to the workplace

2. Monitoring of Internship Applications

Monitoring of internship applications shall be carried out by the faculty member responsible for the internship course, using lists/forms maintained for each student applicant including: student attending the internship, internship placement, internship supervisor, internship date/type, approval/rejection of internship placement, date and signature.

3. Internship Application and Acceptance Form

The form shall be prepared on faculty letterhead by the Faculty Dean's Office for submission by the student to the internship placement. It shall include: student identification and contact information, program and class of enrollment, request/requirement to undertake an external internship, space for the signature of the internship placement supervisor, space for the institution's official stamp/seal, the unit where the internship will be performed, the internship period (start and end dates)