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## 1. PURPOSE

These procedures aim to organize internships that students will undertake during their education life, to determine the rules that should be followed for internships completed outside the academic year and aim to organize the practices and rules that will ensure that the internships are at the desired level and that they will facilitate the transition of the student into the business life and contribute to success in their academic life.

## 2. SCOPE

These procedures shall cover all Koç University students, academic personnel, as well as units and persons responsible for the execution of the process.

## 3. RESPONSIBLE PARTIES

3.1 The President is responsible for the execution of these procedures.

3.2 The Academic Planning and Development Directorate is responsible for the preparation and the revision of these procedures.

3.3 The Students are responsible for making the necessary notifications, securing the approvals, following the process, and obeying all rules covered by these procedures.

3.4 The College Coordinators are responsible for conducting the process as established in these procedures, and when necessary, for providing information to the students concerning the process.

3.5 Human Resources is responsible for the handling of the SGK (Social Security Institution) procedures, registering the necessary information, and ensuring that all other relevant business is conducted in a manner that conforms to these procedures.

## 4. DEFINITION OF TERMS

4.1 Summer internships: These are the internships that take place during the summer months that follow the end of the Spring semester and precede the beginning of the Fall semester, in other words, they fall outside of the Fall and Spring semesters, as announced in the academic calendar,


4.2 Internships during academic year: These are the internships that take place during the academic year, during the Fall and Spring semesters for which dates are defined in the academic calendar.

4.3 Compulsory internships: These are internships which are required by the academic program for the successful completion of the academic program.

4.4 Voluntary internships: These are internships, which students have found through the on-campus recruitment days of the Career Development Center or through similar activities, or the internships that students have found on their own, which they are doing voluntarily.

## 5. BASIC PRINCIPLES

5.1 The University shall cover the student's Social Security premiums for compulsory internships and summer internships in accordance with the rules expressed in these procedures

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5.2 School of Medicine, School of Nursing and College of Engineering compulsory internships are bounded by the relevant College and Schools' internship procedures. They are not covered in these procedures.

## 6. METHODS

### 6.1 Summer internships

Students can do compulsory or voluntary internships during the Summer term. The maximum duration shall be 12 weeks.

#### 6.1.1 Compulsory Internship Process — College of Engineering Students

6.1.1.1 Summer Internship Procedure and Specific Rules Concerning Programs, which appear on the website of the College of Engineering under the heading “Undergraduate Programs, Students” must be followed.

6.1.1.2 Students can consult the office of Dean of the College of Engineering concerning all administrative issues (SGK, documents, signatures, etc.), and they can consult the relevant Academic Advisor for all academic issues (the content of the internship, etc.)

#### 6.1.2 Voluntary Internship Process

6.1.2.1 The SGK premiums of the students who are doing compulsory internships, are covered by the university if a request is made to this effect.

6.1.2.2 These students are required to be registered in the internship course. Course registration requests must be made to the Registrar and Student Affairs Directorate by the student's College coordinator.

6.1.2.3 For students who do not make any requests concerning SGK premium payments, the university shall not make any SGK premium payments. In such situations, the SGK premiums shall be covered by the employer and the student shall be responsible for conducting all procedures.


### 6.2 Internships during the academic year

#### 6.2.1 Compulsory Internship Process – College of Engineering Students

6.2.1.1 Students who only have one course to complete, or only the internship course to complete can do their compulsory internship during the semester. Other than this, it is not possible to do compulsory internships during the semester.

#### 6.2.2 Voluntary Internships

6.2.2.1 Koç University places a high value on internships and encourages students on this matter so that they can prepare for professional life throughout their education, develop an opinion about work life, be informed about the sector and area they want to work, and hence get help in making conscious choices, yet internships must not negatively affect their

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academic performance and their participation into academic life. In this respect, it is not recommended to do internships during the academic year (Fall and Spring semesters).


6.2.2.2 If an internship is done during the academic year (Fall and Spring semesters), the company where the internship is made is responsible from the SGK procedures and payments of the student.

### 6.3 Required steps for the proper and timely notification of insurance entry and payment of compulsory and voluntary internship SGK premiums

- 6.3.1. Summer internship applications dates are announced to all students by the Human Resources.
- 6.3.2. Students submit the internship application form along with the admission letter showing the beginning and end dates obtained from the company through the online system.
- 6.3.3. Faculty coordinators are responsible from checking the validity of the submitted information.
- 6.3.4. The on-line application system remains open between 1 June -15 September. Students are eligible to do more than 1 internship during this time, with the condition that the start and end dates are definite. Applications submitted after September 15th are not evaluated.
- 6.3.5. Student must specify through the on-line system whether or not he/she has “General Health Insurance”.
- 6.3.6. As SGK procedures must be legally completed before the internship begins, the student must submit his/her application at least three days before the internship begins.
- 6.3.7. Students who do internships are not eligible to participate in the work & study program during overlapping dates.

### 6.4. Important notes to avoid any problems during the process

- 6.4.1. Based on SGK regulations, no entry can be made for internship with past dates. No SGK payments can be made for students who informed the Human Resources after the internship beginning date.
- 6.4.2. Once the students submit the admission letter with internship beginning and end dates, and those dates are entered to the SGK system, no changes can be made to the beginning date.
- 6.4.3. If the student does not inform the University or does not submit the correct internship dates, for cases where the relevant work or occupational accident insurance payments are not made, the University who is responsible from

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conducting the insurance procedures may become liable. In such cases, the relevant fees will be claimed from the student.

6.4.4. It is the responsibility of the Scholarships Office to check the graduation status of students who apply for a work & study program.

6.4.5. Students can obtain detailed information about these procedures from their coordinator.

6.5. Request to stay in dorms during summer internships and approval

6.5.1. Students who wish to stay in the dormitory during the summer internship must submit to the Dormitory and Housing Directorate the “Internship Admission Document” they received from the company which also includes the dates of the internship. Along with this document, they should provide the details of the dormitory and room where they want to stay in. Following the approval from the dormitory director, they can stay in the dorm in exchange for a fee. Students with dormitory scholarships can stay in the dorms free of charge for the duration of the summer internship.

## 7. RECORDS


None

## 8. REVISIONS

The responsibility to revise and update these procedures belongs to the Academic Planning and Development Directorate. The revision shall take place every year on the month of October.

## 9. CHANGES / CIRCULATION / APPROVAL TABLE

Date	Changes Made	Change Made by
3 August 2010	Initial publication	Selcen Yavuz, Berrin Tezcan, Mine Kaş, Ebru Fişek
31 May 2012	<p>Changes.</p> <p>The relevant link has been added to the References Section  <a href="http://eng.ku.edu.tr/tr/summer">http://eng.ku.edu.tr/tr/summer</a></p> <p>In Article 5, in the section titled Definitions, the internship definition appearing under “On Campus Recruitment Days” has been removed and was integrated into Article 5.4. Under “On Campus Recruitment Days,” the information relating to the definition of internship has been removed from the procedures.</p>	

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	<p>Information concerning registration to the internship course has been added to Article 7.1.1.1 and to Article 7.1.1.2</p> <p>Details have been added to Article 7.1.1.3 and Article 7.1.1.4, and links have been added for the relevant documents.</p> <p>In Article 7.1.2.1, details have been added to the information concerning the preparation of the documents for students who will do voluntary internships. Information concerning the link to be created has been added.</p> <p>In Article 7.2.2.3, details have been added to the information concerning the preparation of the documents for students who will do their internship during the academic year. Text was added concerning the approval of the academic advisor of the internship during the academic year.</p> <p>The relevant forms have been prepared as the attachments to the procedures.</p>	
1 July 2013	Non-operational links have been updated.	Office of the Vice President for Academic Affairs
26 February 2016	Due to changes in College of Engineering internship procedure existing links and information have been updated.	Office of the Vice President for Academic Affairs
9 November 2018	Due to changes in Voluntary Internship procedure, information has been updated. Registrar's Office and Dormitory and Housing Office names have been updated.	Academic Planning and Development Directorate

<b>Circulation (Relevant Departments)</b>	
All Units of Koç University	
Approval (Vice President for Academic Affairs):	Execution Approval (President):



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