

DOGUS UNIVERSITY

Procedures and principles of associate / undergraduate internship practices

(Approved by Senate Decision No. 27 dated 13.09.2021 and Board of Trustees Decision No. 29 dated 16.09.2021)

PART ONE PURPOSE, SCOPE and BASIS

PURPOSE and SCOPE

Article 1- These procedures and principles have been prepared in order to determine the principles and procedures regarding the internship practices of Doğuş University associate and undergraduate students in the course plans of their internships in enterprises/institutions.

BASIS

Article 2- These procedures and principles have been prepared based on the relevant provisions of the Framework Regulation on Practical Trainings in Higher Education and Doğuş University Associate's / Undergraduate Practical Trainings Directive.

PART TWO

AUTHORIZED ORGANIZATIONS AND DUTIES IN THE EXECUTION OF INTERNSHIP PRACTICES

Article 3- The authorized bodies for the execution of Practical Trainings are as follows;

1) Duties and Authorities of the Rector:

The Rector is responsible for the planning, budgeting, implementation, coordination and supervision of internship activities.

2) Duties and Authorities of the Dean and Director:

The Dean/Director coordinates the planning and implementation of internship activities in their units.

3) Faculty / School / Directorate Applied Trainings Commission (Commission), Duties and Authorization:

The Commission consists of the Dean/Deputy Director(s) and the heads of the two departments where practical training is carried out. Duties and powers of the Commission;

- a. The Commission, to carry out the measurement and evaluation of the gains obtained at the end of the internship in the enterprise or to establish sub-commissions including the responsible instructor to carry out this process.
- b. To evaluate the ability to do internship voluntarily or for a longer period than the internship period determined within the scope of the program of study.
- c. To evaluate changes in internship placement.
- d. To evaluate internship activities abroad.

4) Applied Trainings Sub-Commission (Sub-Commission), Duties and Authorization:

The sub-committee consists of the head of the relevant department/program and two faculty members or lecturers. Its task is to evaluate the students doing internship in the enterprise in accordance with the enterprise evaluation form, practical training file and predetermined achievements.

5) Responsible Instructor Duties and Authorization:

Department/Program heads are responsible lecturers. Duties of the responsible instructor;

- a. To carry out internship activities in the enterprise in accordance with the lesson plan and academic calendar.
- b. To give students explanatory information about the internship process in the business.
- c. Determining the qualifications of the workplaces where students can do internship and sharing them with students.
- d. To evaluate whether the internship placements meet the criteria stipulated.
- e. To ensure that the internship at the institution is followed up by the internship supervisor of the internship place.
- f. To cooperate with the authorities of the internship place in order to achieve the objectives of the internship.
- g. When necessary, making personal inspections at the internship sites and making due diligence.
- h. Monitoring students' leave of absence, attendance and absenteeism.
- i. To ensure that the internship grades evaluated by the Applied Trainings sub-committee are entered into the automation system.

6) Duties and Authorization of Applied Trainings Coordinatorship:

It consists of one or more academic staff appointed by the Rector and the required number of administrative staff.

Duties of the Coordinatorship;

- a. To take part in finding the institutions where the internship will be carried out outside the university,
- b. Assisting students in finding internship placements when necessary,
- c. To ensure coordination between the University and students with internship placements.
- d. Preparing internship protocols for relevant institutions, obtaining approval and following up.
- e. Determining and coordinating student groups according to the quotas determined.
- f. To plan the programs of internship practices when necessary,
- g. To prepare the necessary documents for the internship process and submit them to the Rectorate for approval,
- h. To follow the insurance procedures during the internship process.

PART THREE

EXECUTION OF INTERNSHIP PROCEDURES

GENERAL PRINCIPLES AND PRINCIPLES RELATED TO INTERNSHIP

Article 4- General principles regarding internship are as follows;

- 1) ECTS credits for the internship are determined and added to the course schedules of the program/department and included in the graduation credit calculation of the students.
- 2) The credit calculated within the scope of internships cannot be less than 5 ECTS credits and more than 10 ECTS credits in total.
- 3) With the approval of the Commission and in accordance with the relevant legislation, the student may do internship on demand or for a longer period than the internship period determined within the scope of the program he / she is studying. Internship periods within the scope of this paragraph are not credited and are not included in the graduation credit calculation.
- 4) It is essential that the internship is carried out in a way that increases the quality of the education to be given to the student and contributes to the increase of students' knowledge and skills related to their professional fields.
- 5) In order for the internship to be carried out in a healthy way, if possible, a sufficient number of internship supervisors responsible for the student/students are determined by the internship place.
- 6) For each program/department, information about the places where internships can be done, internship duration, etc. can be found on the page of the relevant units and

It is included in **Annex-1**.

Internship Calendar and Duration

Article 5- The principles regarding the Internship Calendar and Duration are as follows;

- 1) It is essential to do internships in the months coinciding with semester or summer vacation. However, in cases where the following internships are not done in the months coinciding with the semester or summer vacation, education and training activities continue with the internship, and the student cannot do an internship on the days of the course or exam.
 - a. If the conditions of the relevant program or the enterprise are not suitable, the student may do an internship outside of these periods and provided that it does not disrupt education and training.
 - b. If the student has completed all his/her courses but has not yet completed his/her internship, he/she can do his/her internship in any month.
 - c. The internship can also be done during the education and training period, summer school and general exam periods, provided that it is of the same duration and not less than three days per week.
- 2) The internship period cannot be less than 20 working days according to the nature of the department/program.
- 3) Work done on public holidays is not counted from the internship period.
- 4) In departments/programs that are suitable for weekend work, students can continue their internship activities on weekends in accordance with the relevant legislation.

Absenteeism

Article 6- The principles regarding absenteeism within the scope of internship are as follows;

- 1) Attendance during the internship is compulsory and students are obliged to complete the number of internship days. The number of days that students do not attend is added to the internship period.
- 2) Except for force majeure, the internship supervisor of the internship site will be responsible for the internship of the internship site, who does not come to the internship for 3 (three) consecutive days without permission and excuse, or for any reason (including a medical report) during the internship period.

The internship activity of the student who is absent 20% of the time may be terminated. In this case, the student

The student is not entitled to any claim and is obliged to cover the financial obligations that may arise in case of internship cancellation.

3) The internship days previously completed by the absent student are not counted.

Internship Locations

Article 7- The principles regarding the places to do internship are as follows;

- 1) Internships are carried out in public institutions or organizations and private enterprises in accordance with the characteristics, requirements and learning outcomes of each department/program.
- 2) If deemed necessary, internship studies can be carried out in the units of the University (laboratories, application centers, etc.) or in other university units, provided that the necessary permissions are obtained with the approval of the responsible instructor.
- 3) Work done at an internship site that is not deemed appropriate by the responsible instructor is not accepted as internship work and is not evaluated.

Change of Internship Place and Repetition of Internship

Article 8- The principles regarding the change of internship place and internship repetition are as follows;

- 1) Internship placements that do not function in accordance with the learning outcomes and internship placements cannot be changed except for force majeure.
- 2) The process of changing the internship place starts after the students fill out the relevant form, obtain the approval of the responsible instructor and the approval of the commission.
- 3) Students can start their new internship 15 days after submitting the relevant documents to the responsible instructor.
- 4) In the event of a change of internship location except for force majeure, the internship days previously completed are not accepted.
- 5) Repeated internships due to failure cannot be done at the same internship site.

Internship Exemption

Article 9- The principles regarding internship transfer and internship exemption are as follows;

- 1) The internships previously completed by students who are placed in an undergraduate program with the Vertical Transfer Exam (DGS) are evaluated and decided by the adjustment commissions.
- 2) The internships of students who have transferred from other universities are evaluated and decided by the adjustment commissions in the presence of documents showing that they have completed their internship (transcript, internship notebook, internship daily attendance list, letter written to the relevant institution stating that they have successfully completed their internship, etc.).
- 3) The internships of Double Major (DMP) students in their major department/program cannot be counted as internships in their Double Major department/program. The student must also do internship for the Double Major department/program.
- 4) Students who have worked / worked in a workplace at least as long as the internship period they have to complete, provided that it is related to the department / program area they are enrolled in, apply to the responsible instructor with the necessary documents during the internship period, and with the approval of the adjustment commissions and the decision of the relevant faculty / school board of directors, they are exempted from their compulsory internships and are considered successful and their internship grade is entered as "G" in the student automation system.

Required documents;

- Internship Exemption Petition for Working Students
- Certificate of Service (From Workplace - Certified)
- Social Security Institution Employment Declaration (e-Government / From Workplace)
- Social Security Institution Service Transcript (e-Government)

Internship Abroad

Article 10- The principles regarding internship abroad are as follows;

- 1) Students can do their internships abroad in a way that does not interrupt their curriculum, with the approval of the responsible instructor and the approval of the commission, with all the responsibility belonging to them (insurance procedures, contract, protocol, etc.). The student submits the internship acceptance certificate to the responsible instructor.
- 2) Students who complete their internship abroad submit their documents regarding their practical training studies to the responsible instructor. Measurement and evaluation procedures for practical trainings within this scope are carried out in accordance with the relevant provisions of this Regulation.
- 3) Premiums to be paid to domestic or foreign institutions and organizations operating in the field of insurance in order to insure students who will receive practical training abroad are not covered by higher education institutions.

Insurance Transactions

Article 11- The principles regarding insurance transactions are as follows;

- 1) Work accident and occupational disease insurance is applied to internship students in accordance with subparagraph (b) of the first paragraph of Article 5 of Law No. 5510. General health insurance provisions are also applied for those who are not dependent on these students. The premiums to be paid within the scope of this paragraph are covered by higher education institutions in accordance with subparagraph (e) of the first paragraph of Article 87 of Law No. 5510.
- 2) The University pays the insurance premiums to the Social Security Institution according to the rates determined by the Social Security Institution.
- 3) Students can obtain the insurance entry document by sending an e-mail to personel@dogus.edu.tr or via e-Government application as of 5 days before the start date of internship.
- 4) In order for insurance procedures to be carried out, the necessary documents must be submitted 15 days in advance. It is not possible for students whose documents are not submitted to start their internship as insurance transactions cannot be made. In this case, students' internships are not accepted.
- 5) The University cannot be held responsible for those who start an "uninsured" internship without providing information.

Internship Fee

Article 12- In accordance with the first paragraph of Article 25 of the Law No. 3308, the University does not pay any internship fee to the students who do internship.

Internship Documents

Article 13- All documents required for internship are available on the websites of faculties, colleges and vocational schools.

INTERNSHIP APPLICATION PRINCIPLES

Pre-Internship Procedures

Article 14- The principles regarding pre-internship procedures are as follows;

- 1) Students who will do an internship are informed about the internship by the responsible instructor at an appropriate time.
- 2) The student fills out the "Internship Application and Acceptance Form" (**ANNEX -2**) for the internship place where he / she decides to do internship by making a preliminary interview with the responsible lecturer. After having the internship place fill out and approve this form, the student submits the form to the responsible instructor for approval.
- 3) This approved form and other required documents (copy of identity card, etc.) are submitted at least 15 days before the internship start date.
- 4) Students whose internship places are finalized can start their internship studies by printing out the internship notebook from the websites of the relevant unit.

Internship Responsibilities Student Responsibilities

Article 15- The principles regarding student responsibilities within the scope of internship are as follows;

- 1) During the internship, students must comply with the provisions of the Disciplinary Regulations of Higher Education Institutions, the working principles, working conditions, discipline and occupational health and safety rules and legal regulations of the place of internship.
- 2) Students are responsible for having all the documents related to the internship with them before starting the internship or on the first day of the internship.
- 3) Students are obliged to fill out the internship documents completely and have them approved.

Filling the Practical Education File (Internship Notebook)

Article 16- The principles regarding the filling of the internship notebook within the scope of the internship are as follows;

- 1) The intern fills in the relevant parts of the internship notebook day by day and has it approved by the internship supervisor at the internship site within the working period (all report pages are stamped and signed).
- 2) A ballpoint pen or fountain pen must be used to fill in the internship notebook and the writing must be legible. The internship notebook must not be tampered with or scribbled on. The internship notebook can also be filled in electronically.
- 3) Attention should be paid to the spelling language in filling the internship notebook.
- 4) Only information about the work done at the internship site should be written in the internship notebook.
- 5) The drawings made in the internship notebook must comply with technical rules.
- 6) Documents such as projects, photographs, brochures, standards and user manuals related to the internship subjects of the workplace and permitted by the internship place can be attached to the internship notebook.
- 7) New report pages can be added to the internship notebook if the pages are not sufficient. The added pages must also be filled in completely and approved.
- 8) If requested by the Faculty / School / Vocational School, the student may prepare an internship report in addition to the internship book.
- 9) The student fills the internship notebook in accordance with the language of instruction of the department/program in which he/she is enrolled.

Internship Responsibilities

Article 17- The principles regarding the responsibilities of the internship site within the scope of the internship are as follows;

- 1) Assigning a sufficient number of teaching staff responsible for the follow-up and guidance of students at the internship site during the internship.
- 2) To follow the attendance status of the students and notify the responsible instructor.
- 3) Explaining to the student starting the internship the rules to be followed at the internship site and the occupational safety precautions to be taken while doing the work and preferably obtaining a written commitment from the intern, including the rules, that he / she will comply with these rules.
- 4) To ensure that the forms containing the evaluations of the students are delivered to the internship supervisors in a sealed envelope at the end of the internship.
- 5) To take the necessary measures to protect students from occupational accidents and occupational diseases and to take the necessary procedures for their treatment.
- 6) To forward the document prepared for the intern who has a work accident during the internship to the Social Security Institution on the same day and simultaneously to the responsible instructor.
- 7) To cooperate with the responsible instructor in absenteeism, discipline and other issues related to practical training.

Responsibilities of Training Personnel

Article 18- Students who will do internship in the enterprise are under the supervision of the training personnel / personnel assigned by the enterprise during their education and who have professional competence in their field. The principles regarding the responsibilities of the trainee training staff within the scope of the internship are as follows;

- 1) To ensure that students do and maintain their internships within the prepared training plan.
- 2) To ensure that the company evaluation form is filled out for each internship student.
- 3) To review and approve the practical training files prepared by the students.
- 4) To cooperate with the responsible instructor in absenteeism, discipline and other issues related to practical training.

Work to be done at the end of the internship

Article 19- The principles regarding the work to be done at the end of the internship are as follows;

- 1) Students who have completed their internship submit the internship notebook, if any, the internship report prepared in addition to the internship notebook, the daily attendance chart showing that they continue the internship and the intern evaluation form (in a sealed envelope) to the relevant responsible instructor.
- 2) The student follows up whether the internship documents, which are not delivered by hand and sent by the internship institution by mail, courier, etc., have reached the relevant responsible lecturer.
- 3) The student submits the internship documents to the Responsible Instructor in return for signature at the end of the internship period within the period specified by the Faculty / School / Directorate Applied Trainings Commission.
- 4) In force majeure situations, the internship book can be submitted within the scope of the procedures and principles determined by the Presidency of the Council of Higher Education.

Evaluation

Article 20- The principles regarding the evaluation of internship success are as follows;

- 1) The responsible instructor convenes and evaluates the Sub-Committee within 30 working days at the latest from the date of receipt of the practical training file (internship notebook) and determines whether the student is successful or not and processes the result in the automation system.
- 2) The evaluation result of the internship notebook is entered into the system as "G" for successful students and "K" for unsuccessful students.
- 3) When necessary, the sub-committee may interview the student about the internship learning or have him/her practice.
- 4) The Subcommittee may make corrections on the internship book within the period it deems appropriate, if necessary.

Article 21- Students who do not fulfill the internship obligations specified in these procedures and principles and/or whose internship studies are not evaluated as successful cannot graduate even if they pass all the courses in their department/program and achieve the GPA required for graduation.

SECTION FOUR MISCELLANEOUS AND FINAL PROVISIONS

Article 22- The rules regarding the internship practices of those who are convicted in open penal execution institutions and who are also students of the University are determined by taking the opinion of the convicted institution.

Article 23- The procedures and principles regarding practical training in cases of natural disasters such as earthquake, fire, flood, legal strike, lockout, general epidemic disease, war, partial or general mobilization declaration and similar force majeure situations are determined by the Higher Education Council.

Article 24- In cases where there are no provisions in these procedures and principles, the provisions of Doğuř University Associate and Undergraduate Education and Examination Regulations and other relevant legislation shall apply.

Article 25- The Procedures and Principles for Internship Practices enter into force in the fall semester of the 2021-2022 academic year.

Article 26- The provisions are executed by the Rector of Doğuř University.

ANNEX 1

FACULTY/ DIRECTORATE/ COLLEGE	Department / Program	Internship Durati on (Days)	Internship Term (Semester)	Places for Internship
FACULTY OF SCIENCE AND LITERATURE	English Translation and Interpreting	20	6	Ministries, Embassies, Private Translation Agencies, Stock Exchanges, Public and Private Banks, Securities and Intermediary Institutions, Hotels, Tourism and Travel Agencies, Public Relations Departments of Private Companies, TV Channels and News Agencies.
ECONOMIC AND ADMINISTRAT IVE FACULTY OF SCIENCES	Business	20	8	Banking and Insurance, Consulting, Financial Consultancies, Human resources, production planning, marketing, communication, public relations, investment and finance departments, Private sector, public and non-profit organizations.
	Economics	20	8	Internal Control, Risk Management Individual Marketing, Corporate Marketing, Human Resources Treasury Economic Research Basic Operations sections.
	International Trade and Business	20	8	National/international trading and industrial and service companies, Banks, Insurance companies, Ports, Exporters' associations, Chambers of Commerce, Import-export, logistics, customs, international finance, international business administration and international marketing departments.
FACULTY OF ENGINEERING	Electrical and Electronics Engineering	20	7	R&D, quality control and project management departments, In enterprises related to Electricity, Electronics, Electromechanics, Communication, Control and Computer; Design, maintenance, repair, production, certification, management, R&D, quality control and project management departments. R&D, quality control and project management departments, In enterprises related to Electricity, Electronics, Electromechanics, Communication, Control and Computer; Design, maintenance, repair, production, certification, management, R&D, quality control and project management departments. R&D, quality control and project management departments, In enterprises related to Electricity, Electronics, Electromechanics, Communication, Control and Computer; Design, maintenance, repair, production, certification, management, R&D, quality control and project management departments.
		20	8	
		20	8	
	Electronics and Communicatio n Engineering	20	5	
		20	6	
		20	7	
	Industry Engineering	15	3	Machining internship: At least 10 employees and lathe, leveling, milling, welding, planing machines located companies,

		20	4	Production internship: Manufacturing companies with at least 50 employees and at least 1 industrial engineer,
		25	5	Management internship: Corporate companies with at least 50 employees and at least 1 industrial engineer.
	Civil Engineering	30	2	Construction sites or production areas such as factories and workshops manufacturing construction building elements, Project design offices, In construction site account offices and/or places serving similar purposes.
			3	
		30	4	
			5	
			7	
	Machine Engineering	20	1	Machining; mechanical processing departments of industrial organizations, lathes, leveling, milling, planing, etc. machines used in machining such as machining, welding and measuring techniques and computer aided CNC enterprises with machine tools,
		20	2	Production Internship; production departments of industrial organizations, Foundry, Metal Forming, Plastic Sections such as Injection, Extrusion, Production/Assembly Line,
		20	3	Research and Development and Management internship; Product Development / R&D, Quality Assurance, Structural Design and Analysis, Test and Validation, Material and Process Development, Automation, Production Planning, Maintenance and Repair departments.
			4	
	Computer Engineering	20	2	Departments suitable for computer engineering subjects such as IT, software, hardware, robotics, automation.
		20	4	
		20	6	
	Software Engineering	20	2	Departments suitable for software engineering subjects such as IT, software, hardware, automation.
		20	4	
		20	6	
OCCUPATION HIGH SCHOOL	Justice	30	4	Bar Associations and Bureaus.
	Oral and Dental Health	30	4	Hospitals / Special Clinics.
	Anesthesia	30	4	Hospitals / Special Clinics.
	Cooking	30	4	In every institution with a hotel/cafeteria/kitchen.
	Banking and Insurance	30	4	Private and State Banks.
	Computer Programming	30	4	IT, Software, Information centers of public or private organizations, etc.

	Information Security Technology	30	4	IT, Software, Information centers of public or private organizations, etc.
	Child Development	30	4	State Health Directorate affiliated to the Provincial Health Directorate Hospitals, institutions and organizations affiliated to the Ministry of Family, Labor and Social Services, private Hospitals, - Municipalities, - Sports Clubs, - Special Education and Rehabilitation Centers, - Special Care and Rehabilitation Centers, - Kindergartens affiliated to the Ministry of National Education, - Non-Governmental Organizations etc.
	Foreign Trade	30	4	All Companies with Foreign Trade Department, All Companies and Organizations with Import Department, All Companies and Organizations with Export Department, Customs Brokerage Firms, Customs Official Organizations Related to Foreign Trade, Import and Export Related Departments of Logistics Companies.
	Foreign Trade (English)	30	4	All Companies with Foreign Trade Department, All Companies and Organizations with Import Department, All Companies and Organizations with Export Department, Customs Brokerage Firms, Customs Official Organizations Related to Foreign Trade, Import and Export Related Departments of Logistics Companies.
	Electricity	30	4	Organizations that design/manufacture electronic devices, have workshops or laboratories or Software Companies related to Electronics, Communications or Control.
	Pharmacy Services	30	4	Pharmacies, pharmaceutical warehouses and hospitals.
	Electroneurophysiology	30	4	Public and Private Hospitals, Medical Centers, Sleep Disorders Center, Excitation Potentials and Sleep Units, Electroencephalography Centers, Electromyography Centers, Polysomnography Centers, etc.
	Physiotherapy	30	4	Public and Private Hospitals, Medical Centers, Physiotherapy and Rehabilitation Centers.
	Graphic Design	30	4	Advertising Agencies, Graphic Design Agency, Graphic Design Departments of All Businesses, Printing Houses, Press and Broadcasting Sector, Social Media, Cinema and Television Industry.
	Public Relations and Publicity	30	4	Corporate Communication, Public Relations, Advertising and Marketing of all Public and Private Institutions Departments, News Centers, Graphic Design Firms,

				Customer Representation, Customer Relations, Media Planning and Buying Departments, Advertising and/or Public Relations Agencies.
	Interior Design	30	4	Furniture Production in Architecture-Interior Architecture Offices in the related sector, Lighting Design Offices and in the Office and Application Field of Construction Companies
	First and Emergency Aid	30	4	Hospitals and 112 stations
	Human Resources Management	30	4	Personnel and Human Resources Departments of Private and Public Institutions, Training and Consulting Firms, Career Planning Companies, Trade Unions, State Planning Organization, Ministry of Labor and Social Security, State Institute of Statistics, Municipalities Embassies and Consulates, State and Foundation Universities, Public and Private Hospitals, Employment Institutions, Civil Society Organizations, Academic Career for Undergraduates with Vertical Transfer, Small and Medium Enterprises (SMEs) and All Other Enterprises.
	Construction Technology	30	4	Static Project Offices, Architectural Project Offices, Infrastructure Construction - Superstructure Construction Sites, Building Inspection Organizations, Municipalities, Zoning Units, General Directorate of Highways Related Units, Construction Units under the Responsibility of Special Provincial Administrations, Construction Management Units, Cement Factories, Concrete Laboratory, Building Material Laboratory.
	Occupational Health and Safety	30	4	All Public and Private Sector Workplaces where an Occupational Safety Specialist is present.
	Machine	30	4	Enterprises engaged in the production and assembly of machinery and spare parts, Automotive main and sub-industry organizations, Foundry factories, Maintenance and repair departments of textile factories, Official institutions (DSİ, Highways, Village Services, etc.), Plumbing, heating-ventilation, air conditioning, natural gas project offices
	Mechatronics	30	4	Manufacturing, automation, robotics, various mechanical systems, Technical fields such as quality control, software-electronics (embedded systems).

	Audiometry	30	4	Audiology Clinics of Public and Private Hospitals, Audiology Diagnostic Centers, Hearing Aid Centers, Schools for the Deaf.
	Opticianry	30	4	Optician Laboratories, Opticians
	Autopsy Assistant	30	4	In public and private sector hospitals, Forensic Medicine Departments, Forensic Medicine Institutes, Forensic Medicine Institution and affiliated group presidencies, branch offices.
	Pathology Laboratory Techniques	30	4	Application and Research Hospitals affiliated to the Ministry of Health, University hospitals, private hospitals and private pathology laboratories.
	Civil Aviation and Cabin Services	30	4	Private/Public Aviation Companies
	Medical Imaging Techniques	30	4	Hospitals / Special Clinics
	Medical Documentation and Secretariat	30	4	Public and Private Hospitals, Medical Centers, IVF Centers, Dialysis Centers, Oral and Dental Health Centers, Medical Laboratory Centers, Rehabilitation Centers, Pharmaceutical Warehouses, Industrial Companies Producing Medical Devices, Polyclinics in all Health Institutions, Patient Registration, Laboratory Registration and Floor Secretariats.
	Medical Laboratory Techniques	30	4	Hospitals / Special Clinics
	Social Services	30	4	Ministry of Family, Labor and Social Services, Ministry of Health, Ministry of Justice Ministry of Youth and Sports, Guidance and Research Centers Affiliated to the Ministry of National Education, Social Security Institution, Directorate of Darülaceze Institution, Civil Defense Search and Rescue Union Directorate, Municipalities, Universities, State Planning Organization, Provincial Disaster and Emergency Directorates, Turkish Employment Agency, Provincial Directorates of Social Services, Special Education and Rehabilitation Centers, School for the Visually and Hearing Impaired, Nursing Homes, Elderly Care Centers, Child Care Centers,

				Nursery and Day Care Centers, Relevant Civil Society Organizations and Associations,
	Tourism and Hotel Management	30	4	Tourism Business Certified Accommodation Enterprises, Holiday Villages, Food and Beverage Establishments, Blue Flag Marinas, Yacht Establishments, Travel Agencies, Cruise Ships, National and International Airline Companies, Relevant Units of the Ministry of Culture and Tourism, Catering and Banquet Companies, Congress Organizers, Health Tourism Facilities, Businesses Providing Recreation and Animation Services, Accepted with the Approval of the Faculty Executive Board Training and Recreation Facilities of Other Public Institutions.
FACULTY OF ART AND DESIGN	Graphic (TR&ING)	20	3	Areas for packaging, interactive multimedia, media and broadcast graphics.
			4	
		20	8	
	Gastronomy and Culinary Arts	50	8	Mass food production, Hotel and restaurant kitchens or hot kitchen, cold kitchen, preparing pastry products kitchens of businesses.
	Architecture	30	7	Office internship; architecture, civil engineering, urban design, urban regional planning and surveying-restoration in the public and private sectors offices, municipalities, building inspection and construction companies, Şantiye stajı, kamu ve özel sektörde hizmet vermekte olan mimarlık, inşaat mühendisliği, kentsel tasarım, şehir bölge planlama, rölöve-restoration and building inspection firms and municipalities.
			8	
	Interior Architecture	30	5	Furniture stores, fair stands, kitchen, bathroom flooring, etc. production areas, Furniture and wood elements, metal joinery, plaster and paint, floor and wall coverings workshops.
			8	
	Industrial Design	30	4	R&D or project departments of companies operating in white goods, furniture, automotive, glass, packaging, footwear, jewelry, etc.
			6	
	Visual Communication Design	30	6	Companies operating in multimedia, advertising, press, cinema or TV.
	Textile and Fashion Design	20	7	Workshops and factories for weaving, printing and garment production.
	Digital Game Design	20	7	Students can work in IT departments of game development companies, software companies or advertising agencies. can do an internship.

ANNEX 2



**T.C.
DOĞUS UNIVERSITY**

**... Faculty / Directorate
internship application and acceptance form**

This section will be filled in by the *internship student*

Trainee student,	Internship I (.....) / Internship II (.....) / Internship III (.....) / Internship IV (.....)
Name Surname	Student Number:
Department:	Address and Telephone No:
TR Identity Number:	

This section will be filled in by the *internship company*

Internship Company	<p>The student whose information is given above The request to do internship in our institution has been approved. The student concerned is the following student at our institution will be able to do internship on dates. We submit your information for your attention. (Date, Stamp and Signature)</p>
It's called:	
Address:	
Field of Activity:	
Tel:	
Fax: Email:	
Authorized / Training Personnel: Name Surname:	
Task / Position:	
Student's Internship Start Date:	Student's Internship End Date:
Are Fees Paid?	Yes (.....) / No(.....)
If paid, Amount to be paid (TL)	Number of Employees in the Business:

This section will be filled by the *Practical Trainings Sub-Committee*

Date the form was received:	Decision / Signature:
Note / Explanation:	

Important Note: Please send this completed form to the Practical Trainings Sub-Commission by mail or hand-deliver it **by the date announced in the relevant period.**