TR
ANKARA MEDIPOL UNIVERSITY
FACULTY OF FINE ARTS, DESIGN AND ARCHITECTURE
DEPARTMENT OF GASTRONOMY AND CULINARY ARTS

INTERNSHIP DIRECTIVE, PROCEDURES AND PRINCIPLES

FIRST PART
Purpose, Scope, Basis and Definitions

Purpose

Article 1 - (1) The purpose of this directive is to regulate principles that Ankara Medipol University Faculty of Fine Arts, Design and Architecture, Department of Gastronomy and Culinary Arts students must follow during their internship, which aims to strengthen the knowledge and skills they have gained through education and training by applying them in businesses, as well as to improve their correct decision-making skills.

Scope

Article 2 - (1) This directive covers application procedures and principles of the internship to be performed by students studying at Ankara Medipol University, Faculty of Fine Arts, Design and Architecture, Department of Gastronomy and Culinary Arts.

Basis

Article 3 - (1) This directive has been prepared based on Ankara Medipol University Undergraduate Education and Examination Regulations.

Definitions

Article 4 - (1) The definitions mentioned in this directive mean the following:
a) University: Ankara Medipol University,
b) Senate: Ankara Medipol University Senate,
c) Faculty: Faculty of Fine Arts, Design and Architecture,
d) Dean: Dean of the Faculty of Fine Arts, Design and Architecture,
e) Department: Department of Gastronomy and Culinary Arts within the Faculty of Fine Arts, Design and Architecture,
f) Head of Department: Head of Gastronomy and Culinary Arts Department,
g) Student: A student studying at the undergraduate level at Ankara Medipol University, Faculty of Fine Arts, Design and Architecture, Department of Gastronomy and Culinary Arts,
h) Internship: An application that students of Ankara Medipol University Faculty of Fine Arts, Design and Architecture, Department of Gastronomy and Culinary Arts must carry out, its duration, period and principles are defined in this directive and includes working in a workplace with the qualifications specified in this directive,
i) Intern: A student who has started his/her internship within the framework of principles written in the Internship Directive, Procedures and Principles,
j) Internship Commission: Within the framework of principles defined in Internship Directive, Procedures and Principles, the commission is formed from faculty members of Department of Gastronomy and Culinary Arts and is responsible for carrying out the duties defined in the internship principles,
k) Internship Place: Public institutions or private organizations where the internship will be carried out,
l) Internship Duration: The implementation period indicating how many days the internship will take,
m) Internship File: The file in which the student records all the work done during the internship period,

n) Internship Book: The document prepared by the student in the internship file for each week regarding the work done during the internship,
o) Institution Official: The person authorized by the institutions and organizations where the internship will take place,
p) Summer Term: The period during which the student enrolled in the "Summer Internship" application within the scope of the compulsory course in the 7th semester of education.
q) Internship Grade: Defining students as "Successful/Unsuccessful" based on the internship evaluation file.

SECOND PART
Internship Duration, Internship Place Provision, Internship Commission and Duties

Internship Duration

Article 5 - (1) Every student studying at Ankara Medipol University, Faculty of Fine Arts, Design and Architecture, Department of Gastronomy and Culinary Arts must successfully complete the internship in accordance with the provisions of the Internship Directive, Procedures and Principles in order to graduate. A student who has not successfully completed his internship will not be given a diploma, even if he is successful in all his courses.
(2) The internship period is determined by the Internship Commission of Department of Gastronomy and Culinary Arts, as a total of sixty (60) working days.
(3) Students must complete this period during the summer term. This period cannot be divided within itself. Summer term refers to the period between the end date of the Spring Semester "Final Exams" specified in the Academic Calendar published by Ankara Medipol University for each academic year and the Fall Semester "Start of Classes" date specified in the Academic Calendar of the next academic year.
(4) Interns can be absent for a maximum of 10% of the internship period which they have to complete. The Internship Commission evaluates whether the absences are within the scope of force majeure that may prevent the fulfillment of the task performed during the internship. Absences are not added to the end of the internship period.
(5) Internship places are accepted by the Internship Commission, taking into account the characteristics and requirements of the program.
(6) Practicums for any course or seminars held during the semester are not considered as internships.
(7) Students doing Double Major and Minor must also comply with the provisions of this article.

Internship Place Provision

Article 6 - (1) Students can also do their internships in businesses that operate in the tourism sector at home or abroad and are deemed appropriate by the Internship Commission. These businesses;
a) Five and four star hotels,
b) Boutique hotels,
c) Five-star and four-star resorts,
d) First class restaurants certified by the Ministry of Culture and Tourism,
e) Thermal tourism facilities, wellness facilities, golf facilities, entertainment centers, theme parks, winter sports and ski resorts, tourism complexes, marinas certified by the Ministry of Culture and Tourism,
f) Congress and organization businesses,
g) Airline companies and airport businesses,

h) Other tourism businesses deemed appropriate by the internship commission.
(2) Internship offers coming to department from domestic and international public or private workplaces are examined by the Internship Commission and the suitable ones are announced to the students, and the companies make the placements themselves according to the students' applications.
(3) Students who go abroad for internship purposes within the scope of Erasmus, Mevlana or similar student exchange programs can have this internship counted as a compulsory internship if they meet necessary conditions. In addition, students;
a) b) c) Within the scope of Work and Travel projects,
In relevant businesses within the scope of special agreements,
They can do internship work provided that they submit an invitation letter and official documents from businesses abroad.
(4) For students who are not mentioned above but want to do their internship abroad, the authority to accept the business conditions in the country where they will do their internship belongs to the Internship Commission.
(5) After students start their internship, they cannot change their internship location without the approval of the Internship Committee. If the internship location is changed, the internship will be deemed invalid.
(6) Before starting the internship, students must successfully complete the "Basic Occupational Health and Safety Training" and have a valid document throughout the internship period.
(7) Insured students must submit their Insured Employment Declaration to the Head of Department at least 15 days before starting their internship. Students who do not submit the Insured Employment Declaration cannot start their internship.

Internship Commission and Duties

Article 7 - (1) The Internship Commission consists of at least three members determined by the Department Board from among the faculty members working in the department. One of the faculty members who is a member of the commission is appointed as the chairman of the commission.
(2) The duties of the Internship Commission are as follows:
a) Organizing meetings and making announcements to ensure that department students receive the necessary information to enable them to do internships in line with the internship principles,
b) Making necessary correspondence and ensure cooperation with institutions and organizations related to internship places,
c) Approval of internship places, changing internship dates when necessary, exemption from internship procedures, reporting the list of students and institutions to do internship to the Dean of the Faculty and evaluating the completed internships,
d) e) f) Ensuring that documents to be used in the internship are prepared in a timely manner,
To decide the suitability of internship places that interns will find on their own initiative,
When necessary, contacting the institution where the internship is performed to monitor the quality of the internship and its compliance with the rules, (Internship Commission can inspect students at the internship site),
g) Organizing interviews regarding the internship and carrying out other internship-related tasks when deemed necessary,
h) To evaluate the internship books submitted to the commission and the evaluation forms filled out by the student and the institution where the internship was performed, within the academic semester following the internship period,
i) To evaluate internships as "successful" or "unsuccessful" by making internship evaluations in line with the provisions of this Directive,

j) To forward the files of students whose internships are accepted or rejected to the student advisor, as an attachment to the internship evaluation report.

THIRD PART
Internship Forms, Internship File

Internship Forms

Article 8 - (1) Students first fill out "Form-1: Internship Place Notification Form" prepared by the Department of Gastronomy and Culinary Arts.
(2) Students submit "Form-1: Internship Place Notification Form" and "Form-2: Internship Place Acceptance Form" to the internship commission after the relevant institution fills in the relevant sections on the form. These procedures are carried out before the internship.
(3) Internship documents are standard and can be downloaded from the university website; interested parties cannot use documents other than these.
(4) The list of internship documents is as follows:
a) b) c) e) f) g) h) Form-1: Internship Place Notification Form
Form-2: Internship Place Acceptance Form
Form-3: Official Letter and Insurance
d) Form-4: Letter of Commitment
Form-5: Evaluation Form of the Internship Institution
Form-6: Student Evaluation Form of the Internship Institution
Form-7: Internship Commission Evaluation Form
Form-8: Gastronomy and Culinary Arts Internship Book

Internship File

Article 9 - (1) Students are obliged to write a weekly internship report explaining the work they have done during the internship in their internship notebook. The content and template of the internship report must be as in the internship notebook determined by the Internship Commission. Students write their report adhering to this template.
(2) Internship files must be submitted to the Internship Committee during the course registration week of the fall semester following the internship. The internship of students who do not submit their internship report at the end of this period is deemed not to have been completed.
(3) Students who do not prepare their internship files in accordance with the rules are asked to revise their internship files within 10 work days to bring them into compliance. Students who do not make the requested revisions within the given time or do not submit their internship file must redo their internship.
(4) The student's internship documents and completed internship files are archived within the university.

FOURTH PART
Internship Supervision, Internship Discipline

Internship Supervision

Article 10 - (1) When deemed necessary, the Internship Commission inspects the work and attendance of students at internship sites. If the student is not at the declared location during the inspections to be carried out by the Internship Commission, the student's internship may be completely canceled and a disciplinary investigation may be initiated against the student.

Internship Discipline

Article 11 - (1) Students are obliged to strictly comply with the statutes, regulations, disciplinary and internal guidelines and working rules of the institution where they work during the internship.
(2) Actions are taken against students' disciplinary actions and behaviors at the internship site within the framework of the provisions of Article 54 of the Higher Education Law No. 2547.

FIFTH PART
Evaluation of Internship

Evaluation of Internship

Article 12 - (1) The evaluation of the internships of students is made by the Internship Commission. The Internship Commission is authorized to accept or reject the internships performed by students in line with these principles.
(2) The Internship Commission evaluates student internships through the internship file, and the Internship Commission examines the internship book. The following items should be included in the file to be prepared by the student who completes the internship:
a) General introduction of the company or institution where the internship is
b) c) d) e) performed,
Descriptions of the work done during the internship,
What the internship brings to the student,
Thoughts about the positive and negative aspects of the internship, if any,
Various materials (photos, etc.) that support the subjects learned.
(3) The Internship Commission completely rejects the student's internship if the student acts in any way that would damage the reputation of the department at the institution where the student is doing the internship, or if the internship file is filled out incompletely or incorrectly.
(4) Students whose internship is found unsuccessful by the Internship Commission must repeat the internship. Students who are not successful in the internship are obliged to repeat the internship in the following academic year.
(5) Students who are found unsuccessful according to the Student Evaluation Form of the Internship Institution (Form-6) to be filled out by the officials of the institution where the internship is performed must repeat the internship.
(6) The Internship Commission Evaluation Form (Form-7) is signed by the internship commission members.
(7) The Internship Commission completes its evaluations within the semester after the internship file is delivered. As a result of the evaluation of the internship file by the Internship Commission, the success status of the interns is recorded in the system as "Successful"/"Unsuccessful".

SIXTH PART
Various and Final Provisions

Internship Exemption

Article 13 - (1) Students who enroll in the department through vertical or horizontal transfer must document their internships in the academic unit where they previously studied. The internship that these students have done before will be accepted if the Internship Commission deems it appropriate in its evaluation. Those students who are missing an internship must complete their internship in accordance with the provisions of this article.

Situations for Which There Is No Provision

Article 14 - (1) In cases where there is no provision in this Directive, action is taken in line with the "Ankara Medipol University Associate Degree and Undergraduate Education and Examination Regulation", other relevant legislation provisions and Senate decisions.

Validity

Article 15 - (1) This directive comes into force as of the date it is accepted by Ankara Medipol University Senate.

Executive

Article 16 - (1) This directive is carried out by the Dean of Ankara Medipol University Faculty of Fine Arts, Design and Architecture.