**DEPARTMENT OF ASTRONAUTICAL ENGINEERING**

**INTERNSHIP PROCEDURES AND PRINCIPLES**

**FIRST PART**

**AIM, SCOPE, BASIS AND DEFINITIONS**

**AIM**

1. The purpose of these procedures and principles is to regulate regarding internship activities, which are a compulsory part of the education and training program, in order to increase the practical knowledge and skills of undergraduate students studying at Necmettin Erbakan University, Faculty of Aeronautics and Astronautics, Department of Astronautical Engineering.

**SCOPE**

1. These procedures and principles cover the procedures and principles regarding internship studies that students at Necmettin Erbakan University, Faculty of Aviation and Space Sciences, Department of Astronautical Engineering are obliged to do.

**BASE**

1. These procedures and principles have been prepared on the basis of the Faculty of Aeronautics and Astronautics Student Internship Directive in accordance with the Senate decision dated 29.12.2021 and numbered 2021/13-03 of Necmettin Erbakan University and based on the 6th article of the same directive.

**DEFINITIONS**

1. In these procedures and principles cover;
2. Faculty: Necmettin Erbakan University, Faculty of Aviation and Space Sciences,
3. Dean's Office: Necmettin Erbakan University Faculty of Aeronautics and Space Sciences Dean's Office,
4. Dean: Dean of Necmettin Erbakan University Faculty of Aviation and Space Sciences,
5. Department: Necmettin Erbakan University Faculty of Aviation and Space Sciences, Department of Astronautical Engineering,
6. Faculty Internship Commission: Necmettin Erbakan University Faculty of Aeronautics and Space Sciences Internship Commission,
7. Department Internship Commission: Necmettin Erbakan University Faculty of Aeronautics and Space Sciences, Department of Astronautical Engineering Internship Commission,
8. Institution/Company: The institution/company where the student will/does his internship,
9. Internship: Applied designing and manufacturing studies in research and development carried out in private or public institutions or organizations in the country or abroad, within the periods determined by the principles of department internship application, in order to improve the knowledge and skills that students have gained during their education or to enable them to gain practical experience.
10. Internship Application Form: The petition signed by the department internship coordinator, which the student sends to the institution/company where he/she wants to do internship, stating the date and duration of the internship,
11. Institution/Company Internship Responsible: The person who directly gives job and duty to the intern student in the institution/company and supervises him,
12. Internship Calendar: The document showing the internship days of the student in the annual calendar,
13. Institution/Company Internship Evaluation Document: The document containing the evaluation made by the workplace officer about the internship activity completed by the student in accordance with the internship calendar,
14. Internship Report: The report prepared by the Department Internship Committee regarding the work done by the student in accordance with the internship schedule,
15. Department Internship Evaluation Document: It refers to the document showing the success of the student by the Department Internship Committee about the internship activity completed by the student in accordance with the internship calendar.

**SECOND PART**

**STRUCTURE AND DUTIES OF INTERNSHIP COMMISSIONS**

**FACULTY INTERNSHIP COMMISSION**

1. The Faculty Internship Committee (FIC) is formed for the coordination and coordination of the internship practices of the departments. The Faculty Internship Committee is chaired by a vice dean to be appointed by the dean; The Department consists of Internship Commission representatives. The Faculty Internship Committee may form working groups when it deems necessary and report the results of the study to the Faculty Dean. The main duties of the Faculty Internship Committee are as follows:
2. To ensure that the internships are carried out in accordance with these procedures and principles,
3. Providing the necessary documents for the internship.

**DEPARTMENT INTERNSHIP COMMISSION**

1. Internship studies of students in each department are carried out by the Department Internship Commission (DIC) under FIC. DIC consists of at least two lecturers, one of whom is the head, who is appointed for two years from among the lecturers by the Head of the Department. The main duties of the Departmental Internship Commission specified in the Faculty Internship Regulation are as follows:
2. To make preliminary preparations for the internship,
3. Informing students about internship procedures with internship information seminars to be held in October every year,
4. Evaluating and approving the suitability of the internship place by determining the department's internship procedures and principles,
5. To verify the suitability of the internship subject and the training program of the workplace,
6. Announcing the information received about the internship requests from the public or private sector to the students,
7. Evaluating the applications made and determining the distribution list of the students to the internship places,
8. Ensuring that the distribution list is announced to the students by notifying the Department Head and the insurance transactions are carried out by notifying the Dean's Office through the Department Head,
9. Supervising students in internship places when necessary,
10. Examining and evaluating students' internship files,
11. To report the information of the students who have successfully completed their internship to the Department Head

**THIRD PART**

**INTERNSHIP PRACTICE PRINCIPLES**

**INTERNSHIP PREREQUISITE**

1. In order to be able to do an internship, the student must have registered for all the 1st and 2nd year (first four semesters) courses of the major program and fulfilled the attendance requirement.

**INTERNSHIP TYPE AND DURATION**

1. In order to be entitled to receive the diploma, students have to do "first group internship" with Designing Internship based on Research and Design at the end of the second year, and "second group internship" with Manufacturing Internship based on Research and Design at the end of the third year. The duration of both internships is 20 working days.

**INTERNSHIP PLACE**

1. At the end of the second year; There is a compulsory 20 working days internship under the name of “First Group Internship” with Designing Internship based on Research and Design. Students: First group internships are completed by at least one Aerospace Engineer or Astronautical Engineer or Aeronautical Engineer or Space and Satellite Engineer or Electrical Engineer or Electrical-Electronics Engineer or Electronics and Communications Engineer or Mechanical Engineer or Mechatronics Engineer or Computer Engineer. They do it in an enterprise (private or public) where an Engineer or Geomatics Engineer or Map Engineer or Physics Engineer or Optics Engineer or Meteorology Engineer or Software Engineer or Energy Systems Engineer or a faculty/school graduate from a profession to be decided by the department internship commission in the relevant field.
2. At the end of the third year, the second group internship, named as Astronautics, Satellite, Electronics and Communication Sector Internship with 20 working days, including Manufacturing based of Research and Design, is completed by at least 10 people working in space, satellite, electronics or communication sectors and at least one Aviation and Communications Sector Internship. Aeronautical Engineer or Aerospace Engineer or Aeronautical Engineer or Space and Satellite Engineer or Electrical Engineer or Electrical and Electronics Engineer or Electronics and Communications Engineer or Mechanical Engineer or Mechatronics Engineer or Computer Engineer or Geomatics Engineer or Geomatics Engineer or Physics Engineer or Optics Engineer or Meteorological Engineer or a software engineer or an energy systems engineer or a faculty/college graduate from a profession to be decided by the department internship commission in the relevant field. The number of employees is not taken into account in the internship places in research and development centers, Technopolis and Technology Development Zones.

**INTERNSHIP ABROAD**

1. Students who want to do their internship abroad can do their internship within the scope of the ERASMUS program, or they can do internship in places they find as a result of their own initiatives with the written approval of the Department Internship Commission. Insurance premiums for internships abroad are not covered by the faculty.

**DOCUMENTS RELATED TO THE INTERNSHIP**

1. Students are obliged to prepare and complete the following documents during their internship:
2. **Internship Application Form**: These are the petitions filled in by the student, showing the company that he/she wants to do the internship and the start and end dates of the internship.
3. **Internship Calendar**: The document showing the internship days of the student in the annual calendar.
4. **Transcript Document**: Transcript Document showing the status of the student's courses.
5. **Internship Report**: Each student has to submit a report on internship studies to the Department Internship Committee, which he will prepare in accordance with the format to be determined by the Department Internship Committee. Reports not submitted until the date announced by the Department Internship Committee will not be considered.
6. **Institution/Company Internship Evaluation Document**: It is the document containing the evaluation made by the workplace officer about the internship activity completed by the student in accordance with the internship calendar. This document must be sent directly to the Department Head by the internship supervisor or delivered in a sealed envelope by the student.
7. **Department Internship Evaluation Document**: It refers to the document showing the success of the student by the Department Internship Committee about the internship activity completed by the student in accordance with the internship calendar.

**APPLICATION TO INTERNSHIP**

1. Students who are entitled to do internship; submits the internship application form approved by the institution/company and the department, the internship schedule document, and the photocopy of the identity card to the DIC. After these documents are reviewed by the DIC, the student's necessary information for the internship is sent to the Dean of the faculty through the Department Head. The documents that must be included in the internship file by the student during the application for internship are as follows:
2. Transcript of the student (obtained from e-Government or student affairs),
3. Internship Application Document (Approved by the Relevant Institution),
4. Internship Schedule Document (Approved by the Relevant Institution).

**IMPLEMENTATION OF THE INTERNSHIP**

1. The student who will do the internship obtains the relevant documents electronically from the faculty web page. Student writes a summary of the subjects, examinations and practical studies related to the units he worked during the internship in the internship report and has it approved by the institution/company official. At the end of the internship, the student has the Firm/Institution official approve the Institution/Company Internship Evaluation document. The student submits a closed envelope approved by the institution's official, containing the approved Internship Report and Institution/Company Internship Evaluation Document, to the Department Internship Committee before the deadline for the internship report. The internship report is written and evaluated according to the rules in the Department's Internship Procedures and Principles. No change can be made in the place and duration of the internship without the knowledge and approval of the Departmental Internship Commission.

**HEALTH INSURANCE TRANSACTIONS**

1. The works and procedures regarding the insurance of the students participating in the training within the scope of vocational training and internship in accordance with the 5th article of the Social Insurance and General Health Insurance Law No. 5510 are carried out by the Dean's Office of the Faculty of Aviation and Space Sciences of Necmettin Erbakan University.

**EVALUATION OF THE INTERNSHIP**

1. After the end of the internship, the student submits the internship report and the closed envelope containing the Institution/Company Internship Evaluation Document to the Department Internship Committee. Internship evaluation of students who have completed their internship is completed by the Department Internship Commission. The list of students whose internship is successful is recorded as "internship" on the student's transcript before the end of the semester courses through the Department Head and the Faculty Dean's Office. The Departmental Internship Committee may determine whether the internship is successful or unsuccessful by applying an oral exam when necessary. Students who are not deemed sufficient in the evaluation are required to repeat their internship. Students who have failed their internship/internships despite completing the eighth semester or who have incomplete internships can do internship in the following semesters with the approval of the Department Internship Committee, taking into account the attendance requirements for other courses. All kinds of documents related to the internship are delivered to the Department Head to be kept in the Department archive after the internship evaluation meeting. Internship reports are kept for two years after the student is dismissed.

**ADAPTATION**

1. The previous internships of the students who registered with horizontal or vertical transfer are evaluated by the Department Internship Commissions.
2. The internship of a Double Major Program (DMP) student accepted in his/her major is also accepted in the second major if the documents related to the internship are submitted and the internship content is approved by the Department Internship Committee.

**FOURTH PART**

**ENFORCEMENT AND EXECUTION**

**EFFECTIVENESS**

1. These procedures and principles enter into force as of the 2021-2022 academic spring semester.

**EXECUTIVE**

1. These procedures and principles are executed by the Department of Astronautical Engineering. The matters that are not included in these procedures and principles document are decided by the Department Internship Committee.