

**FACULTY OF AVIATION AND SPACE SCIENCES OF UNIVERSITY OF KYRENIA  
INTERNSHIP WORK DIRECTIVE**

**PART ONE**

**Objective and Scope**

**Article 1-** This directive has been regulated in accordance with the respective provision of the Regulation for Associate and Undergraduate Degree Education and Examinations of the University of Kyrenia. The objective of this directive is to set out the internship work rules and principles for the students studying at the departments affiliated with the Faculty of Aviation and Space Sciences.

**Obligation of the Internship work**

**Article 2-** In order to receive graduation degree, each student is obliged to complete successfully the internship work required to be done in accordance with the provisions of this directive.

**PART TWO**

**Internship Committee, Internship Placement, Start time and Duration of the Internship**

**Article 3-**

In order to provide a common basis for internship applications, internship programs are coordinated, conducted and completed in accordance with this directive. The pertinence of internship programs to this directive is inspected by an Internship Committee. The internship works of the students of the faculty are organized, conducted and supervised within the framework of the Faculty Board decisions. Internship committee consists of a faculty member from each respective department selected by the Faculty Board for three years. The committee selects a faculty member, or in case of absence, an instructor as chairman at the first meeting. In case of an earlier membership vacancy, the Faculty Board selects another member from the respective department to fill the vacant membership.

**Internship Placement**

**Article 4-** Students can conduct internship at private or public institutions and organizations that deemed appropriate by the internship committee. Excluding students with the citizenship of TRNC or TR, foreign students should preferably conduct internship at the institutions or organizations in their own countries. Students, who have difficulty in finding places for the internship in their native countries, can conduct their internships at organizations or institutions located in TRNC provided that they submit their internship applications to the faculty deanery before the submission deadline for internship.

**Start the Internship**

**Article 5-** Students are required to complete all procedures relevant to the start of internship within January each year and submit all required documents to the faculty no later than 15 days prior to the start of internship.

**Article 6-** Each student, who wants to conduct internship, is required to fill out an internship form provided by the Registrar's Office, which first needs to be approved by the supervisor assigned by the internship committee and then by faculty deanery.

**Article 7-** Registrar's Office provides the students with information regarding the internship topics, the rules that should be obeyed during internship process, and points to be considered in relations with the internship place and faculty. The Information to be announced to students is determined by the faculty internship committee.

**Article 8-** Internship starting document must be delivered to the faculty within 5 working days after starting internship.

**Article 9**– After completing all transactions related to starting the internship, each student is obliged to fulfill the following points:

In order to initiate the insurance process for the student who will conduct internship, the following information and documents should be delivered to the faculty.

- Required Information and Documentations
  - Student Internship Form
  - Photocopy of Birth Certificate
  - TRNC or TR ID number
  - If insured before, Insurance Number
  - Title and Address of the Internship place

### **Internship Duration**

**Article 10**– Students studying at the Department of Civil Air Transport Management and the Department of Aeronautical Engineering are required to do 60 workdays of compulsory internship practice. Internships can be conducted in three stages provided that each stage comprises 20 workdays. Internships must be conducted in order incrementally. The compulsory internship duration is 40 workdays for the students studying at the Department of Pilotage. Students can conduct their internships in two stages.

**Article 11**– Internship Application Principles, Evaluation of the Internship

Projects carried out mainly by research and development organizations that deemed appropriate by the faculty internship committee can be conducted as internship apart from the internship topics and working areas designated for the departments. For internships to be conducted at R&D institutions and organizations, the program approved by the institution or the organization carrying out the project or by the project authority is subject to the approval of the faculty internship committee. Topics required to be conducted within the scope of internship at R&D sections of institutions and organizations are determined by the Faculty Internship Committee.

**Article 12**– Students are required to do their internships during summer holidays. However, students with the following specific conditions can do their internships within the semester:

- Students with at least 110 credit course success in total, that is to say, final year students
- Students with at least two free days on their course program

Provided that they have the qualifications mentioned above, students, who want to do internship within academic semester, should submit an application to the Registrar's Office no later than two weeks from the beginning of the academic semester.

**Article 13**– Provided that it is approved by the employer, each student is responsible to notify the name and address of the internship place to the Faculty Internship Committee. No later than three days prior to the beginning date of the internship, the student is responsible to notify the Faculty about any change in the information that he/she declared, or if he/she is not able to do internship due to some reasons such as illness, accident, etc.

**Article 14**– If the conditions mentioned in article 13 occur after starting the internship, the student is responsible to notify the Faculty about the situation within three days. By signing the relevant section of the Internship Form, the student declares to comply with the terms stated above. Students who submit incomplete or false or no information to the institution are subjected to the provisions of the Student Discipline Regulation of the University of Kyrenia.

**Article 15**– Throughout the internship process, students are obliged to comply with the legal, administrative, discipline, working and safety rules of the working place as well as the provisions of the Student Discipline Regulation of University of Kyrenia.

**Article 16**– The arrangement of the internship book: Students themselves provide the internship book that is appropriate to the Internship Book Format given in the appendix of this directive.

### **Article 17- Internship Requirements**

### **Internship Requirements for the Department of Pilotage**

**a) I. Stage:** Students are required to conduct internship for 15 workdays at an airport facility and 5 workdays at air traffic control.

**b) II. Stage:** Students are required to conduct internship for 20 workdays at airline facilities or aircraft maintenance facilities.

### **Internship Requirements for the Department of Aeronautical Engineering:**

**a) I. Stage:** Workshop Internship: It comprises 20-workday internship work at the workshops of the University of Kyrenia and at the workshops of universities which are in collaboration with the University of Kyrenia and/or at the workshops of full equipped workplaces within the possibilities of the University of Kyrenia. Students can't begin the other stages of the internship work without completing the first stage. Topics required to be covered in the scope of the internship: Leveling, welding, cold and hot forming, machining shaping, shaping in mould, and so forth.

**b) II. Stage.** Production Factory Organization Internship: It comprises 20 workday-internship work at appropriate workplaces determined by the faculty or found by the student through his/her own possibilities. Topics required to be practiced within the scope of the internship: Product manufacturing and montage for 10 workdays, factory organization for 5 workdays, and business management (staff and business management) for 5 workdays.

**c) III. Stage:** It comprises 20 workday-internship work at appropriate workplaces determined by the faculty or found by the student through his/her own possibilities. Topics required to be practiced within the scope of internship: Wings, fuselage, landing gears, control surfaces, drive system, equipments, overhaul, manufacturing components, disassembling, maintenance and assembling for 15 workdays, maintenance planning and scheduling and production planning for 5 workdays.

### **Internship Requirements for the Department of Civil Air Transport Management**

**a) I. Stage:** Interns are required to enroll in internship work at airports or at facilities providing ground services at airports for 20 workdays.

**b) II. Stage:** It comprises 15 workday-internship work at airline businesses and 5 day-internship work at air control tower.

**c) III. Stage:** Interns are required to engage in internship work at international airports or at aviation companies for 20 days.

## **PART THREE**

### **Internship Evaluation**

**Article 18:** Internship Committee inspects each student's internship book and internship document and evaluates the internship of each student as successful or fail.

**Article 19:** The Internship Committee considers a stage of internship as completed provided that the stage is completed in the line with all its requirements.

**Article 20:** If the Internship Committee rejects any stage of an internship, the student is required to repeat only the rejected stage(s) of the internship.

**Article 21:** No later than two weeks following the end of internship period, to the best of consultant's knowledge, each student is required to submit the internship book to the Internship Committee of the respective department. The internships of those who fail to submit the internship report on time are rejected.

**Article 22-** No later than a month following the beginning of the academic year, each student is required to submit the internship book to the Registrar's Office for evaluation. Internship books that submitted after the submission deadline are not evaluated. After the completion of the evaluation, the student can get back the internship book at the end of that academic year upon his/her wish. While submitting the internship book, each student fills a survey form and indicates his/her ideas about the internship place. His/her ideas about the workplace do not affect the acceptance or rejection of the internship. By evaluating the surveys, the Internship Committee prepares a report and submits it to the deanery.

**Article 23**– If students, who admitted to the University of Kyrenia through lateral, vertical transfers or through Double Major programs, have documents of any valid previous internship program completed while registered at another institution, they should submit the documents to the Internship Committee. Documents should comprise the internship period and workplace. The acceptance or rejection of the internship is within the authority of the Internship Committee of the respective department. The adjustment of internships is carried out in the first week of the registration of the respective semester.

**Article 24**– Students graduated from Technical and Vocational High School and studying at the Department of Aeronautical Engineering may be exempt from I. Stage of the internship.

#### **PART FOUR**

#### **Miscellaneous and Final Provisions**

#### **Effectiveness and Scope**

**Article 25**– This Directive shall come into force from the academic year 2014-2015.

**Article 26**– Issues that not addressed within the scope of this directive are carried out in accordance with the decision of Senate of the University of Kyrenia.

#### **Executive**

**Article 27**– This Directive is carried out by the Rector of University of Kyrenia.