

PART ONE

Purpose and Scope

Article 1- The purpose of the Directive is to set out the internship application principles for the students of Faculty of Aviation and Space Sciences, in accordance with the University of Kyrenia Associate and Undergraduate and Examination regulation article.

Obligation of Internship Studies

Article 2- Each student must successfully complete the internships required in accordance with the provisions of this directive in order to graduate.

PART TWO

Internship Commission, Internship placement, Internship start time and duration

Internship Commission,

Article 3- An internship commission is established to carry out internship practices according to common principles by departments. The internships of the faculty students are organized, executed and supervised within the framework of the decisions of the Faculty Executive Board. The internship commission consists of faculty members elected for 3 years by the Faculty Administrative Board, with one representative from each department. The commission elects a faculty member or, if there is none, a faculty member as the chairman at the first meeting. If a vacancy occurs before the end of the term of office, another member from that department is elected by the Faculty Executive Board to fill the term of office.

Settling in the internship place

Article 4 Students can do internship in private or public institutions and organizations deemed appropriate by the faculty internship commission. Students other than TRNC and TC students should preferably do their internship in institutions in their own countries. Students who have difficulty in finding an internship place in their own country can apply to the dean of the faculty before the internship application deadline and do their internship in organizations located in the TRNC.

Starting Internship

Article 5- Students must complete all procedures related to starting their internship in January of each year.

must complete and submit all relevant documents to the faculty no later than 15 days before the start of the internship.

Article 6- The student who will do an internship fills out the student internship document to be obtained from the student affairs and submits it to the approval of the advisor appointed by the faculty internship commission. The student internship document approved by the counsellor is approved by the Faculty Dean's Office.

Article 7- The Student Affairs Office announces to the students who will do internship the subjects in which they will do internship, the rules to be followed during the internship, and the issues to be followed in their relations with the institution and faculty where they will do internship. Announcements to be made to students. It is determined by the faculty internship commission.

Article 8- The internship commencement certificate must be submitted to the faculty within 5 working days after the internship starts.

Article 9- The student is obliged to fulfil the following issues after completing all the procedures related to starting the internship.

The following information and documents must be notified to the faculty in order to start the insurance procedures of the internship student.

Required Information

- Internship Certificate
- Photocopy of Identity Card TRNC or Turkish ID number
- Identity Card Number
- Insurance number if previous insurance entry was made. Title and address information of the internship institution.

Internship duration

Article 10- The compulsory internship period of Aeronautical Engineering and Civil Air Transport Management departments is 60 working days. Internships can be done in 3 stages of 20 working days each. Internships must be done in stages in sequence. Compulsory internship period of pilotage department students is 40 workdays and they can do their internship in 2 stages.

Article 11 Internships can also be done by taking part in projects carried out by research and development-oriented organizations that are deemed appropriate by the Faculty internship commission, except for the internship subjects and working areas determined for the departments. For the internship to be carried out in R&D departments, the program approved by the institution conducting the project or the project authority must be approved by the Faculty internship commission. The subjects to be studied within the scope of internship in R&D departments of institutions are determined by the Faculty Internship Commission.

Article 12- It is essential that internships are done during summer vacations. However, it is possible for students with the following conditions to do their internships during the semester. - To have completed at least 110 credits in total, i.e., to be a senior student. - At least two days of the week in the course schedule must be free - Students who want to do their internship during the academic semester and who meet the above-mentioned conditions must apply to the Student Affairs Office with a petition within two weeks at the latest from the beginning of the academic semester in which they will do their internship.

Article 13- The student is obliged to notify the faculty internship commission in which institution he / she will do his / her internship and the dates of the internship. If there is a change in any of the information declared by the student or if he / she cannot do the internship due to illness, accident, etc., he / she is obliged to notify the faculty at least three days before the start date of the internship.

Article 14 In the event that the above-mentioned obligations arise after the start of the internship, the student is obliged to notify the faculty within three days. The student declares that he/she will act as stated above by signing the relevant section in the Student Internship Document. Students who provide incomplete or incorrect information to the institution or do not provide any information at all will be dealt with in accordance with the relevant articles of the Disciplinary Regulation.

Article 15- Students must comply with the University of Kyrenia Student Discipline Regulations during their internship.

The student is obliged to comply with the working principles, working conditions, disciplinary and occupational safety rules and legal regulations of the institution where he / she does internship.

Article 16- Preparation of the internship book: Students provide the internship notebook in accordance with the 'Internship Notebook Format' given in the annex of these principles.

Article 17- Internship Conditions

Pilotage Department Internship Requirements;

- a.) Phase I: 15 working days at the airport operation and 5 working days at the air traffic control.
- b.) Phase II: 20 working days at Airline Companies or aircraft maintenance facilities

Department of Aeronautical Engineering Internship Requirements;

a) **Phase I:** Phase I: Workshop Internship. Duration is 20 working days. The internship is carried out in the workshops of the University of Kyrenia and the universities it cooperates with and/or in workplaces with equipped manufacturing workshops. Before the 1st stage is completed, the other stages cannot be done. Subjects that must be included in the scope of the internship: Leveling, welding, cold and hot shaping, shaping by lifting, shaping in molds and so on.

b) **Phase II** Production Factory Organization Internship. Internship duration is 20 working days. The internship is done in suitable workplaces that the faculty will determine or the student will find with his/her own means. Topics to be studied within the scope of internship: 10 working days Production and assembly of finished products, 5 working days Factory organization and organization, 5 working days business management (Personnel and business management).

c) **Phase III** The internship period is 20 working days. The internship is carried out in suitable workplaces that the faculty will determine or the student will find with his/her own means. Topics to be studied within the scope of internship: 15 working days wing, fuselage, landing gear, control surfaces, drive system, equipment, overhaul process, component manufacturing, disassembly, maintenance and installation, 5 working days maintenance planning, programming or production planning.

Department of Civil Air Transportation Management Internship Requirements

- a) **Phase I:** 20 working days at airports or organizations providing ground handling services at airports
- b) **Phase II:** 15 working days at airport operations and 5 working days at air traffic control tower
- c) **Phase III:** 20 working days Conducted at international airports or aviation companies.

PART THREE

Internship Evaluation

Article 18- The internship commission examines each student's internship notebook and internship document and evaluates the student's internship as Successful or Unsuccessful.

Article 19 In order for an internship phase to be considered fully completed, it must be accepted by the internship commission with all its requirements.

Article 20- If a part of the internship is rejected, only the rejected part is repeated.

Article 21- The internship book must be submitted to the advisor no later than two weeks following the end of the internship.

It should be submitted to the Department Internship Commission. Students who do not submit the internship report on time will not be accepted.

Article 22- For the evaluation of the internship notebook, the student submits it to the student affairs within one month at the latest from the start date of the academic year. Notebooks submitted after this date are not evaluated. After the evaluation is over, at the end of that academic year, the student can take back the internship notebook if he/she wishes. While submitting the internship notebook, the student also fills out and submits the 'Student's Thoughts about the Internship Place' questionnaire. Survey opinions do not affect the acceptance or rejection of the internship. The internship commission evaluates the questionnaires and prepares a report and submits it to the dean's office.

Article 23- Students who come with vertical transfer, horizontal transfer or Double Major Programs are required to submit the duration and location of the internship they have done in their school and departments and the document showing that they have been successful to the internship commission. The relevant Department Internship Commission decides on the acceptance or rejection of the internship. The adjustment of internships is carried out in the first week of the semester in which they are enrolled.

Article 24- Aircraft engineering students graduated from Technical Vocational High School may be exempted from Phase I internship upon their request.

SECTION FOUR

Miscellaneous and Final Provisions Enforcement and Scope

Article 25- This Directive enters into force as of the 2014-2015 Academic Year.

Article 26- Issues that are not covered by this directive are subject to the decision of the University of Kyrenia Senate.

Execution

Article 27- This Directive shall be executed by the Rector of University of Kyrenia.