

**UNIVERSITY OF KYRENIA
FACULTY OF AERONAUTICS AND SPACE SCIENCES
INTERNSHIP APPLICATION DIRECTIVE**

PART ONE

Purpose and Scope

Article 1- The purpose of the Directive is to provide information on University of Kyrenia Associate and Undergraduate Education and Examination

In accordance with the relevant article of the Regulation, it is to regulate the internship application principles of the department students affiliated to the Faculty of Aviation and Space Sciences.

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 students of the Faculty are organised, executed and supervised within the framework of the decisions of the Faculty Administrative 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 Administrative Board to fill the term of office.

Settling in the internship place

Article 4- Students can do internship in private or public institutions and organisations approved by the faculty internship commission. Students other than TRNC and Turkish Republic of Northern Cyprus 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 institutions in the TRNC.

Starting Internship

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

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 and

Documents; Student

Internship Certificate

Photocopy of Identity Card TRNC or Turkish ID number

Insurance number if previous insurance entry was made Insurance number 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 work days and they can do their internship in 2 stages.

Article 11- Application Principles of Internship, Evaluation of Internship

Apart from the internship subjects and working areas determined for the departments, internships can also be carried out by taking part in projects carried out by research and development-oriented organisations deemed appropriate by the Faculty Internship Commission. For the internship to be carried out in R&D departments, the institution carrying out the project or

The programme approved by the project authority must be approved by the Faculty Internship Commission. The subjects to be studied within the scope of internship in the R&D departments of the institutions are determined by the Faculty Internship Commission.

Article 12- It is essential to do internships during summer holidays. 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 are free in the course programme
- Students who want to do their internship within the academic term and who have 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 term 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 situations of necessity arise after the start of the internship, the student is obliged to notify the Faculty within three days. The student is obliged to notify the

The student declares that he/she will act as specified by signing the relevant section in the Internship Document. Disciplinary Discipline about the student who provides incomplete or incorrect information to the institution or does not provide any information at all

Action is taken in accordance with the relevant articles of the Regulation.

Article 15- Students are obliged to comply with the provisions of the University of Kyrenia Student Disciplinary Regulations, the working principles, working conditions, disciplinary and occupational safety rules and legal regulations of the institution where they do their 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 Requirements 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: Workshop Internship. Duration is 20 working days. The internship is carried out in the workshops of the University of Kyrenia and the universities with which it cooperates and/or in workplaces with equipped manufacturing workshops. Before the 1st stage is completed, the other stages cannot be done. The subjects that should be included in the scope of the internship: Sawing, welding, cold and hot shaping, shaping by lifting, shaping in moulds and so on.

b) Phase II: Production Factory Organisation Internship. Internship period is 20 working days. The internship is carried out in suitable workplaces to be determined by the faculty or found by the student's own means. Topics to be studied within the scope of internship: 10 working days Production and assembly of finished products, 5 working days Factory organisation and organisation, 5 working days business management (Personnel and business management).

c) Phase III Aircraft Maintenance and Planning Internship: The duration of the internship is 20 working days. Internship must be completed in or in suitable workplaces that the student will find with his/her own means. Within the scope of internship subjects to be studied: 15 working days on wing, fuselage, landing gear, control surfaces, control surfaces, propulsion system, equipment, overhaul process, component manufacturing, dismantling, maintenance and installation, 5 working days on maintenance planning, programming or production planning.

Department of Civil Air Transport Management Internship Requirements

a) Phase I: 20 working days at airports or airport ground handling facilities

b) Phase II: 15 working days at airport operations and 5 working days at air traffic control tower

c) Phase III: 20 working days It is carried out 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 booklet is submitted to the Department Internship Commission within two weeks following the end of the internship within the knowledge of the supervisor. The internship of students who do not submit the internship report on time is not 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 taken into consideration. After the evaluation is over, at the end of that academic year, the student can take back the internship book if he/she wishes. When submitting the internship book
The student also fills in 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, lateral transfer or Double Major Programmes are required to submit the duration, location and the certificate of success of their internship in their school and department 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 registered term.

Article 24- Technical Vocational High School graduates of the Department of Aeronautical Engineering upon request
They can be exempted from Stage I internship.

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- Matters not covered by this directive are carried out by the decision of the University of Kyrenia Senate

Execution

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

Enforcement

Article 28- This Directive enters into force on 28 December 2021.