



**UNIVERSITY OF
KYRENIA
FACULTY OF MARITIME MANAGEMENT
INTERNSHIP APPLICATION REGULATION**

**Purpose and
Scope**

Article-1 The purpose of this Regulation is to regulate the internship application principles of the students of the University of Kyrenia Department of Maritime Management and Department of Maritime Transport and Logistics as a complement to the University of Kyrenia Associate and Undergraduate Education Regulations.

Obligation of Internship Studies

Article-2 In order to graduate, each student must successfully complete the internships required in accordance with the provisions of this regulation.

Faculty Internship

Commissions Article-3

- a) The internships of the students of the Faculty are organized, conducted and supervised by the Faculty Department Internship Commissions within the framework of the decisions of the Faculty Board of Directors. Faculty Internship Commissions consist of the Department of Maritime Business and Management and Maritime Transport and Logistics Internship Commissions.
- b) Faculty Internship Commissions consist of two members under the chairmanship of a faculty member appointed by the Dean of the Faculty. The term of office of the members of the Faculty Internship Commissions is 1 year. However, this term is renewed every year unless it is changed by the Dean.
- c) The decisions of the Faculty Internship Commissions are filed and kept after being signed by the Commission members. In addition, a copy of the decisions is given to the Faculty Dean's Office.

Internship Types and Duration

Article-4 a) The internships and the duration of the internships required to be done by the students of the Faculty of Maritime Business and Management are shown below according to their departments.

Department of Maritime Business and Management; 30 working days in
Business Administration or Port Department of Maritime Transport and
Logistics; Business internship 30 working days

b) Department of Maritime Business and Management Internships; Business internship: It covers all public and private sector institutions and organizations working on maritime management, logistics and import-export. Port Management Internship: It includes all cargo, passenger, yacht marina port services within the scope of port businesses. The Internship Commission examines the student's internship period, internship book and internship documents and gives an opinion to the Faculty Administrative Board as "Adequate" or "Unsatisfactory" about the student's internship. For internships whose duration is found to be incomplete or evaluated as unsatisfactory by the Internship Commission, the Internship

The number of days to be determined by the Commission or have it repeated.

c) Maritime Transport and Logistics Department Internships; Business internship: It covers all public and private sector institutions and organizations working on maritime management, logistics and import-export. The Internship Commission examines the student's internship period, internship book and internship documents and gives an opinion to the Faculty Administrative Board as "Adequate" or "Unsatisfactory" about the student's internship. For internships whose duration is found to be incomplete or evaluated as insufficient by the Internship Commission, additional internships are made or repeated for the number of days to be determined by the Internship Commission.

When the internships will be done

Article-5 The students of the Department of Maritime Business and Management and the Department of Maritime Transport and Logistics can do their internships during the 30-day working days in the summer term until the beginning of the 7th semester after completing the II semester courses.

Internship Prerequisites

Article-6 There is no internship prerequisite for the students of Maritime Business and Management Department and Maritime Transport and Logistics Department.

Management of Internship Studies

Article-7 The person who assigns work and tasks to a student doing internship in a workplace and supervises him/her is the internship manager of that student. Each student is obliged to do his/her internship in accordance with this Regulation, the decisions of the Faculty Internship Commissions and the Faculty Board of Directors, and the work programme and principles determined by the internship manager at the workplace. Students of the Faculty of Maritime Business and Management are obliged to comply with all the rules of the internship places.

Internship Documents

Article-8 In the Department of Maritime Business and Management and Maritime Transport and Logistics, the documents to be used during the internship are listed below.

- a) Internship Notebook
- b) Official Letter to Internship Place
- c) Internship Confidential Evaluation Form
- d) Internship Report
- e) Intern Student Acceptance Form
- f) Internship Approval Form

Internship Notebook

Article-9 Each internship student is obliged to organize an internship report by documenting the work done under the management, supervision and supervision of the internship manager during the internship, together with all necessary forms, accounts, photographs and other documents as specified by the Internship Commission, and to submit it to the Internship Commission within the first four weeks of the academic term following the internship at the latest by having it approved by the internship manager. After this period, the internship book is not accepted.

Archive of Internship Notebooks and Documents

Article-10 Student internship notebooks and documents are not returned to the student. The internship documents of the Department of Maritime Business and Management and the Department of Maritime Transport and Logistics are kept in the archive for 2 (two) years after the student graduates and are destroyed at the end of this period in accordance with normal procedures. At the end of this period, the file to which the "Internship Approval Form" is attached is kept in the archive and the other documents are destroyed by the Internship Commission with a report.

Evaluation of Internship Studies

Article-11 The internship notebook and internship documents submitted by the students, whether the internships are carried out in accordance with the programmes specified in the internship notebooks and their duration are examined and evaluated by the Internship Commission. If the Internship Commission deems necessary, it may call students for an interview about their internship work. The internship work of students whose internship books are deemed inadequate, who do not come to the interview even though they are called or who are decided to fail in the interview may be deemed completely or partially invalid by the Internship Commission. In this case, the student is given 1 (one) month additional time to reorganize the internship book. Faculty Internship Commissions are obliged to complete their evaluations of the student's internship studies until the end of the semester in which the notebooks are submitted at the latest and to notify the Faculty Dean's Office in writing. The evaluation of the work done by the students at the internship places belongs entirely to the workplace and the internship grade is accepted as the grade to be given at the internship place. The internships of the Department of Maritime Business and Management and the internships of the Department of Maritime

Transport and Logistics are evaluated as sufficient or insufficient. These evaluations do not affect the student's success average. However, students are required to complete these internships in order to graduate.

Supervision of Internship Studies

Article-12 The internship work of the students can be inspected by the members of the Internship Commission at the workplaces when necessary. Students must submit the "Confidential Evaluation Form" prepared by the internship managers and the approved "Intern Student Acceptance Form" to the Faculty Dean's Office at the end of the internship. During the examination of the documents, the internships of the students whose work is deemed insufficient may be deemed completely or partially invalid with the decision of the Faculty Internship Commission.

Responsibility of Internship Students

Article-13 Each internship student is obliged to comply with the rules of work and safety, order and discipline in the workplace and to use all kinds of places, tools, materials, machinery, tools and equipment carefully. Any responsibility arising from the failure to fulfil the obligations belongs to the student. In this case, the student is also treated in accordance with the Student Disciplinary Regulations of Higher Education Institutions. In Business and Port internships, the "Internship Confidential Evaluation" to be approved by the responsible person in the internship business.

It is the responsibility of the student to deliver the "Form" to the Faculty Dean's Office with confidentiality. The internship period of the student who commits a disciplinary offence during the internship or who is reported by the business manager for indiscipline is repeated by the internship commission.

Determination of Internship Workplace

Article-14 The responsibility of finding an internship place belongs to the students to a great extent. Students are obliged to provide sufficient information about the internship place and to document that they can be accepted for internship by the authorities of the internship place. After obtaining the necessary approval from the internship commission, they do internship in the workplaces they find by writing the place they will go to in the internship book. In addition, in line with the request made to the Faculty by public institutions/organizations and private institutions/organizations seeking intern students, workplaces deemed appropriate can be determined by the Faculty Internship Commission in each academic year before the end of that academic year or semester. The internship places deemed suitable for the students of the Faculty are announced to the students fifteen days before the end of the semester and distributed to the students by the internship commission. The student goes to the internship place provided by the Faculty Internship Commission. Students who do not go to the internship place provided for them without an excuse accepted by the Faculty Internship Commission or who do not prove their excuse are not given an internship place in the next semester. Distributed internship places are not changed without the decision of the Faculty Internship Commission.

Authorization to Decide on Matters Not Included in the Statute

Article-15 Matters not covered in this regulation are decided by the Faculty Board of Directors upon the recommendations of the Faculty Internship Commission.

Enforcement

Article-16 This Regulation is valid as of 2 August 2016 by the University of Kyrenia Senate.

Execution

Article-17 This Regulation is executed by the Dean of the Faculty of Maritime Business and Management.