

## FREQUENTLY ASKED QUESTIONS ABOUT INTERNSHIPS

### 1. Is internship compulsory in the undergraduate programs of the Faculty of Tourism?

Yes, it is compulsory for students enrolled in the undergraduate programs of the Faculty of Tourism to complete an internship. Students who have completed all their courses but have not completed their internship cannot graduate.

### 2. When is the internship done?

Any student who has completed the 4th semester (2nd year) of their studies, regardless of academic performance, may start the application process for the internship for the summer term following that semester. Internships are carried out outside the academic term and during summer holidays. However, students who have completed four years of study and do not have an attendance requirement for courses may complete their internships during the academic term with the approval of the Internship Committee.

### 3. How long is the internship period?

The compulsory internship period for students enrolled in undergraduate programs of the Faculty of Tourism is 60 days.

### 4. When can I start my internship at the earliest?

You may start your internship on the first Monday following the end of the academic term, in coordination with the relevant department chair and the students who will be doing internships in that period.

### 5. Can the internship be split into parts?

In cases where students have compulsory and documented excuses, the 60-day internship period may be split into two periods (30 + 30 days). In such cases, the Internship Committee will make the final decision after reviewing the relevant documents.

### 6. Are weekends counted as internship days?

Yes. Weekends on which you work or take leave, as well as official holidays, are counted toward the 60-day internship period.

### 7. When should I send the attendance sheet?

Your attendance sheet must be completed, stamped, and signed by the company on the 30th of each month. The “student signature” section of the attendance sheet should be signed by the student. The original document must be sent by the student to the Department Chair during the first week of each month (July, August, September).

(Recommendation: First send the document by fax (Fax No: 0456 233 1276) and then send the original by courier to your Department Chair. Please confirm by calling 0456 233 12 71 to ensure that your documents have been received.)

8. Who finds the internship place?

Students are responsible for finding their own internship placement.

9. Where can internships be done?

a) Students of the Tourism Management Department may do their internship in the tourism sector in Turkey or abroad in:

3-, 4-, or 5-star hotels and holiday resorts,

A-group travel agencies,

First-class restaurants,

Airline companies,

Convention centers,

Event/organization companies,

Public institutions/organizations affiliated with the Ministry of Culture and Tourism of the Republic of Turkey, and tourism enterprises operated by these institutions,

University social facilities,

Other tourism enterprises deemed appropriate by the Internship Committee.

b) Students of the Gastronomy and Culinary Arts Department may do their internship in the tourism sector in Turkey or abroad in:

Food and beverage departments of 3-, 4-, or 5-star hotels and holiday resorts,

Businesses providing in-flight catering services,

Food and beverage departments of national/international passenger ships (cruise ships),

Catering companies providing mass dining services,

University social facilities,

Food and beverage departments of other tourism enterprises deemed appropriate by the Internship Committee.

c) Students of the Tourism Guidance Department may do their internship in the tourism sector in Turkey or abroad in:

All units of travel agencies,

All units of tour operators,

All units of national/international airline companies,

Indoor/outdoor museums and archaeological sites where guiding services are provided,

Other private/public tourism enterprises deemed appropriate by the Internship Committee.

10. Does the internship affect my credits/GPA?

No. The internship does not affect your credits or GPA.

11. Can I change my internship place?

After starting your internship, you cannot change your workplace without notifying and obtaining approval from the Internship Coordinator.

12. For example, I started my internship, worked for 5 days, and wanted to quit. Can I start at another company?

Yes, you can change your internship place if you have informed and received approval from the Internship Coordinator. However, you will need to repeat the procedures from your initial internship application. Your internship documents must be submitted to your department chair at least ten days before the new internship start date.

13. I worked for 1 month (30 days) at my internship place and had to quit. Will my 30 days be counted as an internship?

If you cannot provide documented proof of a valid excuse to your Internship Committee, your 30 days will not be counted as part of your internship.

14. Do I have to submit my internship documents in person when I finish?

You may submit your documents in person, or you may send them by courier to the Department Secretary, ensuring that all documents are complete. (Please confirm by calling 0456 233 12 71 to check if your documents have arrived.)

15. Will the insurance provided by the university during my internship cause my scholarship/loan to be cut?

No. It will not affect your scholarship or loan.

Note: Please read the INTERNSHIP REGULATION for more information.