

İ.D. BILKENT UNIVERSITY
FACULTY OF APPLIED SCIENCES
DEPARTMENT OF TOURISM AND HOTEL MANAGEMENT
INTERNSHIP DIRECTIVE

OBJECTIVES OF INTERNSHIP STUDIES

Internships are Industrial training undertakings in companies / organizations; planned by taking into account the nature of the program, the needs of the sector and the learning outcomes defined in the TYYÇ; carried out full-time and in accordance with the procedures and principles determined by the Council of Higher Education;

And

carried out in a real business environment suitable for the relevant professional field in order to increase the knowledge, skills and competence level of the student.

THM 300 SUMMER INTERNSHIP – MUST (Bilkent 0 Credits, ECTS 8 Credits)

OBJECTIVES

- To introduce our students to the working environment,
- To give the opportunity to apply theoretical knowledge to working life,
- To gain the ability to fulfil the assigned tasks in a timely and complete manner,
- To gain the ability to communicate effectively with colleagues, managers and guests.

PREREQUISITES AND APPLICATION CONDITIONS

1. The duration of THM 300 Summer Internship is at least 60 working days. It is done full-time and uninterrupted between the dates determined by the Faculty Internship Supervisor - except for official and religious holidays. This period can be extended until the start of the Fall semester if both the workplace and the student agree, in which case the University supports the internship insurance of the students (except for internships abroad).
2. Students can take a maximum of one (1) course at the summer school along with the summer internship. For this, the approval of the internship workplace is required. The periods of leave from the workplace to attend summer school courses are added as working days to the end of the internship.
3. The start or end dates of the internship of students who will study abroad with Erasmus or another exchange program can be changed to allow this study.
4. Application Requirements: To have taken THM 125, THM 243, THM 245 and THM 247 courses and to have passed with minimum D grade.

5. Students who complete the summer internship without any problems and fill out the internship file are considered successful by receiving an "S"- satisfactory grade. Students who fail to fulfil all of these requirements are considered unsuccessful with a "U" unsatisfactory grade and have to do a Summer Internship again in the next summer semester. The course coded THM 300 is added to the student's program and graded in the fall semester following the internship.

THM 310 SEMESTER INTERNSHIP – MUST (Bilkent 9 Credits – ECTS 20 Credits)

OBJECTIVES

- To give the opportunity to apply theoretical knowledge to working life,
- To gain the ability to evaluate the performance of the unit in the light of theoretical knowledge,
- To gain the ability to fulfil the assigned tasks in a timely and complete manner,
- To gain the ability to adapt to new business environments,
- To gain the ability to communicate effectively with colleagues, managers and guests.
- To provide the management skills needed to achieve career goals.

PREREQUISITES AND APPLICATION CONDITIONS

1. The Semester Internship takes place within the days of the semester academic calendar, as determined and announced by the University. A student who fulfils all the required conditions can perform his/her semester internship during the graduation/last semester of his/her studies.
2. During the Semester Internship; the University's own events' calendar or breaks do not apply (such as Spring break) during which interns have to continue their work in the workplace. Official and religious holidays or holidays applied by the internship company due to its own workflow are excluded from this application, and the days not attended due to the holidays given for such reasons are not added to the end of the internship. However, every extra leave and health report is added as a working day at the end of the internship.
3. The start or end dates of the internship of students who will study abroad with Erasmus or another exchange program can be changed to allow this study.
4. Students who do Semester Internship (THM 310) pay half of the semester fee. No additional courses can be taken along with the semester internship.
5. Application requirements: In order for a student to apply for the THM 310 Semester Internship course, the following conditions must be fulfilled;
 1. To have successfully completed all first and second year THM curriculum courses except TURK XXX, HIST XXX, GE 100, GE 250 and GE 251 courses,OR
 - To have successfully completed all first-year Tourism and Hotel Management (THM) curriculum courses except TURK XXX and GE 100 courses and to have completed at least 63 Bilkent Credits;
 2. To have successfully completed the THM 300 Summer Internship;

3. To have completed at least 5 semesters within the Department of THM;
4. At the end of the last semester before the THM 310 Semester Internship, CGPA must be at least 1.80.
6. Assessment: During THM 310 undertaking, the student is supervised and assessed by an academic staff. The evaluation of this study is made according to the relevant course syllabus and the student is given a letter grade at the end of the semester. The Bilkent credits of this course are 9 and the ECTS credits are 20.

A. STARTING THE INTERNSHIP:

1. Students who meet the prerequisites determined by the Department, for THM 300 Summer Internship and THM 310 Semester Internship can go on her/his internship.
2. Students apply through the Bilkent University Summer Training System (STS), following the announcements made by the Faculty Internship Supervisor. Placement will not be made for students who do not make this application on time.
3. Students are placed by the Faculty Internship Supervisor to do internship in businesses that the Department deems appropriate/approved.
4. Students need to prepare and submit the documents requested by the workplace. In addition, foreign students must apply for and obtain approval for work permit exemption via e-government and submit the barcoded permit document to the workplace.
5. Pursuant to Article 25 of Law No. 3308 and subparagraph (b) of the first paragraph of Article 5 of Law No. 5510, occupational accident, occupational disease and illness insurance is applied to students who receive vocational training in the enterprise. The premiums to be paid within the scope of this paragraph are covered by higher education institutions in accordance with subparagraph (e) of the first paragraph of Article 87 of the Law No. 5510. This insurance does not apply to internships abroad.
6. Students who want to do an internship abroad must complete all the necessary applications and formalities themselves.

Documents to be submitted to the Faculty Internship Supervisor before the internship starts: Work visa and similar official permits obtained from the destination country which cover the internship period, round-trip flight ticket copies, written or electronic internship acceptance, proof of full private health insurance.

Documents to be submitted after the internship: Sealed passport pages showing entry and exit dates.

Failure to provide any of the above-mentioned documents, the internship will either not commence or be deemed invalid.

B. SUITABLE WORKPLACES FOR INTERNSHIP:

1. Summer and semester internships are carried out in 5-star hotels, Group A travel agencies, IATA certified scheduled airlines, first-class restaurants with tourism certificates, the Ministry of Culture and Tourism of the Republic of Turkey, businesses that have an important place in the tourism sector and/or can contribute to the professional development of the student (such as United Nations or World Tourism Organization) - approved by the Department internship commission.
2. Workplaces belonging to the student's family members, friends or people who cannot give an impartial evaluation to the student are not suitable for internship.
3. Workplaces or branches with less than 10 employees are not suitable for internship.

C. CONDITIONS FOR ATTENDANCE AND SUCCESSFUL COMPLETION OF THE INTERNSHIP:

1. Internships are done on full-time basis in the same workplace without interruption.
2. During the internship, leave other than weekly leave cannot be used. However, in case of a very compulsory (force majeure) situation, leave can be granted after the approval of the Department by notifying the Faculty Internship Supervisor and getting the consent of the internship workplace. This period cannot be longer than 3 days – during the entire internship – and is added at the end of the internship.
3. In case of illness, medical leave is allowed with a report in accordance with the health report application principles determined by the University. This period is added at the end of the internship. (<https://w3.bilkent.edu.tr/www/saglik-merkezi-ogrenci-saglik-raporu-uygulama-esaslari/>)
4. It is obligatory to comply with the work ethics and rules of the workplace where the internship is done (dress code, working hours, communication, working styles, Data Protection Act (KVKK), confidentiality principles, etc.). For students, the provisions of the Higher Education Institutions Student Disciplinary Regulations are also valid during the internship.
5. It is necessary to work full-time during the internship. During the internship, attendance is checked by calling the student at the workplace. The internship of the student who is not present at the workplace during these calls may be deemed invalid.
6. Change of internship place: In case of an unexpected negativity in the student's workplace; and upon the request of the workplace or the student, the student can be placed in another business. For this, following the information given by the Faculty Internship Supervisor, the Department internship commission makes necessary inquiries and re-placement is made if

deemed necessary. This is possible only once during the entire internship period, for each internship.

7. Termination of the internship and failure:

if the student does not continue her/his internship without a valid reason OR

if the student exhibits continuous inappropriate behaviours in the workplace;

after doing necessary inquiries by the Department; the grade of "U" is given for THM 300 Summer Internship, and the "F" grade is given for THM 310 Semester Internship.

D. INTERNSHIP DOCUMENTS:

1. Students need to prepare the official documents (e.g., address registration) that may be requested by related the workplaces and submit them before starting. In addition, foreign students must apply for a work permit exemption document via e-government, obtain approval and submit the barcoded permit document to the workplace.

2. The following documents are required for the internship grade to be entered into the system. They must be submitted to the Faculty Internship Supervisor by the announced deadline and for THM 300 must also be uploaded to the STS system:

1. Internship File: Filled and signed pages of the file covering the full period of the internship. This document needs the official seal of the workplace and the signature of the first line supervisor of the intern,
2. Copies of the Passport entry-exit sealed pages for internships abroad.

This directive is effective starting from the Fall semester of the 2027-2028 Academic year.