

ÖZYEĞİN UNIVERSITY FACULTY OF LAW
INTERNSHIP AND CERTIFICATION REQUIREMENTS PROCEDURE
(MARCH 31, 2016)

Purpose

Article 1- The purpose of this procedure is to determine the principles and procedures for internship and certification programs that Faculty of Law students are required to complete in order to gain practical experience in the field of law and judicial services and sharpen their theoretical knowledge and skills.

Legal Ground

Article 2- These procedures are prepared pursuant to the Rules and Regulations for Undergraduate Programs at Özyeğin University, the Board Resolutions of the Faculty of Law at Özyeğin University dated December 5, 2011 and May 8, 2013, the Graduation Requirements for the Faculty of Law stipulated in the Özyeğin University Senate resolution dated May 8, 2013, and Article 5 of Law No:5510.

Definitions

For the purpose of this document, the following terms shall have the following meaning hereinafter.

Dean's Office: Dean's Office of the Faculty of Law at Özyeğin University

Faculty: Faculty of Law at Özyeğin University

Faculty Secretary: Secretary of the Faculty of Law at Özyeğin University

Faculty Board: Board of the Faculty of Law at Özyeğin University

Faculty Executive Board: Executive Board of the Faculty of Law at Özyeğin University

YÖK: Higher Education Council

Internship and Certification Requirement

Article 4- Students are required to successfully complete their internship and certification requirements in accordance with the principles stipulated herein in order to graduate from their programs.

Internship and Certification Commission

Article 5- The Internship and Certification Commission is the authorized body to coordinate and evaluate the fulfilment of the internship and certificate requirement.

Article 6- The members of the Internship and Certification Commission are selected by the Faculty Executive Board and the Commission is made up of at least three faculty members. The term of office of the Internship and Certification Commission is 3 years. The commission fulfills its roles and responsibilities under the supervision and inspection of the Dean's Office. The Internship and Certification Commission convenes at least once a month to fulfill its responsibilities and render necessary decisions. The commission meetings are held based on a pre-set agenda and decisions made during the meeting are put into writing in meeting minutes. The meeting minutes and its affixes are submitted to the Dean's Office.

Terms and Conditions for Internships and Certifications

Article 7- a) Students who complete 60 ECTS credits are eligible for starting an internship program. Internships are completed during the periods when students have no classes or examinations. The term of internships is 40 business days. The term of internship can be divided into at most two parts subject to the approval of the Commission.

b) Students who complete 60 ECTS credits are also eligible to participate in law certification programs. The length of these certificate programs must be at least 62 hours. Certification programs are completed during the periods when students have no classes or examinations or at weekends and outside the official working hours.

Place of Internship and Certification

Article 8- a) Internships are completed at legal or judiciary institutions at home or abroad including universities, law firms, notaries, courthouses, directorates of security, and prisons. Although legal service should be the main purpose of internships and certifications, the Commission may also accept the internships completed at the legal departments of legal entities in the field of public law or private law.

b) The certification requirement can be fulfilled by participating in certification programs offered by either the Faculty of Law at Özyeğin University or by other academic institutions, bar associations and similar other professional organizations.

c) Online certification programs are not acceptable.

Preliminary Approval for Internships and Certifications

Article 9- Students find their own places of internships and certifications. In order to start an internship or a certification program offered by an institution other than the Faculty of Law at Özyeğin University, the preliminary approval of the Internship and Certification Commission is required. This approval can be obtained by following the steps below:

a) The student finds his/her place of internship or certification and completes the Internship and Certification Form (ANNEX 1). The student then submits his/her internship request to the Faculty Secretary.

b) The Faculty Secretary submits the student's internship and certification application to the Commission.

c) The Internship and Certification Commission evaluates and renders a decision about the student's internship and certification application during its first meeting following the receipt of the request.

d) Should the Internship and Certificate Commission reject the preliminary internship or certification application on the grounds of a justified reason, the student should find another place of internship or certification in consideration of the commission's recommendations, and must submit a new application following the same steps above.

Start of Internship

Article 10- Once the student receives the preliminary approval document issued by the Internship and Certification Commission for his/her internship, the student will duly complete his/her social security registration and start his/her internship.

Internship Process and the Intern's Responsibilities

Article 11- The student will complete his/her internship at the employer under the supervision of the designated internship supervisor. The student is responsible for completing adequate amount of and a variety of work, fulfill the tasks assigned by his/her supervisor and adhere to the rules of the employer. The student is also responsible for duly keeping an internship log throughout the term of internship and having the first and last pages of this log signed by his/her internship supervisor. The internship log should be kept daily by the student and must chronologically include each task performed and topic learned throughout the internship.

Completion of the Internship and Certification Requirement

Article 12- a) The student who completes his/her internship must submit the following documents to the Dean's Office within one month from the end of internship:

-Internship Log,

-Internship Evaluation Form (ANNEX 2), which is filled out and submitted to the student in a sealed envelope by the internship supervisor, and

-Internship Report issued by the internship supervisor.

The Internship and Certificate Commission will prepare a report about the internship completed and submit it to the Faculty Executive Board. The final decision about whether or not the internship was successful is rendered by the Faculty Executive Board.

b) The student who completes his/her certification program must submit the proof of certification to the Faculty Secretary within two months as of the completion of the program. The Internship and Certification Commission will then prepare a report which contains the evaluation of the certificate program and submit it to the Faculty Executive Board. The final decision whether the certificate would be counted towards the graduation requirement is rendered by the Faculty Executive Board. Attendance is required for certification programs.

Students who fail to meet the attendance requirement are awarded a certificate of participation which shows the total number of hours students have actually attended the program. Students may submit either one or multiple certificate(s) of participation/attendance to the Faculty Executive Board in order to declare they have completed the 62-hour certification requirement, which is a graduation requirement of the Faculty of Law at Özyeğin University. Students must obtain these certificates by attending different scholarly programs inspected and approved by the Internship and Certification Committee. Programs attended by students can be organized by the same institution or different institutions (Students may submit at most three different documents.) Should students submit multiple documents to be counted towards their 62-hour certification requirement, all of the programs students attended must have been completed within the same semester. To that end, the period from June to September is also considered a semester for the purpose of this article. The university may also require the fulfillment of other requirements in order to approve students' requests.

Miscellaneous Provisions

Article 13- The aforesaid principles and procedures will apply, to the degree they are pertinent, to have Erasmus and other international internship mobility programs counted towards the internship requirement at Özyeğin University.

Article 14- In the absence of any relevant provisions in this procedure, the resolutions of the Higher Education Council, Özyeğin University Senate, Özyeğin University Executive Board and Faculty Board shall prevail.

Article 15- This procedure is executed by the Dean of the Faculty of Law.