

# **INTERNSHIP REPORT AND GRADUATION ASSIGNMENT STUDIES APPLICATION BASICS**

## **1. Purpose**

These procedures and principles have been prepared in accordance with 21<sup>st</sup> article of the Erciyes University Education and Examination Regulation<sup>1</sup>. The main purpose is to determine the principles to which the internship and graduation studies are subject to evaluate whether the faculty students have reached the desired level according to the education programs.

## **2. Starting Year**

The students who have started to their third year at Erciyes University Faculty of Economics and Administrative Sciences (excluding the preparatory class) and also which selected at least one of the third year courses are obliged to start their internship or graduation assignments under the supervision of an advisor appointed by the head of the relevant department.

## **3. Selection**

Students decide whether to do internship or graduation assignment with the approval of the research manager (advisor). In case of the selection of internship, the principles regarding the graduation assignment are followed. In this situation, the student applies to the administration with a petition and initiates the administrative procedures related to the internship.

## **4. Internship Report and the Graduation Assignment**

Internship report and the graduation assignment; consists of two stages, the first stage is the research project phase and the second one is the research report phase. The second stage consists of the continuation and development of the first stage.

## **5. Research Subject**

The research subject is chosen by the research advisor depending on his/her expertise. The research advisor considers the students abilities and academic performance while determining the research subject. Moreover, the research subject should be parallel with the given examples of the application program.

## **6. Application Program**

Application programs are organized by the Dean's Office and announced to the students and research advisors on the dates specified in the transaction calendar. Research advisors consist of faculty members.

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<sup>1</sup> 21st article states that the final grade of this course will not affect student's GPA. Two grade options will be valid (sufficient-non-sufficient).

Student quotas are allocated to each advisor by the Dean's Office, considering the title and the duty. Research advisors are obligated to allocate two hours per week for student's internship or graduation assignment. These two hours are listed in the weekly course schedule.

#### **7. Research Project (Research Preliminary Report)**

The preliminary report consists approximately five pages and includes brief explanations about the research subject, the importance of the subject, the purpose of the research, the limits of the research, assumptions, research method, provisional plan, and the provisional bibliography.

#### **8. Submission of the Studies**

Each student submits the research project or research report to the research advisor on the dates specified in the transaction calendar.

#### **9. Repeat**

If the student fails to fulfill the required tasks. The process starts from the beginning and continues with the initial research advisor until the standard tasks are successfully fulfilled.

#### **10. Evaluation**

If the student obeys to the deadlines, co-operates with the research advisor, and fulfills the required tasks (follow the accepted preliminary report) successfully completes this course. Grades are not used while the evaluation process. Final assignments are checked by Turnitin to avoid plagiarism.

#### **11. Duties of the Student Affairs Unit**

The faculty student affairs unit is obligated to prepare "internship/graduation assignment tracking cards" for each research advisor, to track the success of the students and to send "internship/graduation assignment results lists" containing the numbers and names of the relevant students to the research advisors.

#### **12. Results Lists**

Each research advisor submits "internship/graduation assignment results lists" to the student affairs unit until the deadline specified in the transaction calendar.

#### **13. Transaction Schedule**

In the internship report and graduation assignment studies, the parties must comply with the dates shown in the "internship/graduation assignment schedule".

#### **14. Operation**

These procedures and principles are carried out by the relevant department heads.