

ÖZYEĞİN UNIVERSITY FACULTY OF LAW
GUIDELINES FOR THE INTERNSHIP REQUIREMENT AND
SEMINAR/CERTIFICATION COURSES

Purpose

Article 1- (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- (1) 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

Article 3- (1) For the purpose of this document, the following terms shall have the following meaning hereinafter.

- a) **Dean's Office:** Dean's Office of the Faculty of Law at Özyeğin University
- b) **Faculty:** Faculty of Law at Özyeğin University
- c) **Faculty Secretary's Office:** Faculty Secretary's Office of the Faculty of Law at Özyeğin University
- d) **Faculty Board:** Board of the Faculty of Law at Özyeğin University
- e) **Faculty Executive Board:** Executive Board of the Faculty of Law at Özyeğin University

f) **YÖK:** Higher Education Council

Internship and Seminar/Certification Requirement

Article 4- (1) Students are required to successfully complete their internship requirements in accordance with the principles stipulated herein in order to qualify for graduation from their programs.

(2) Students must satisfy their seminar/certification requirements as per the rules stipulated in the Rules and Regulations for Undergraduate Programs at Özyeğin University. Internship and certification courses are graded in the same way as required and elective courses. The passing grades, prerequisites, and evaluation criteria that apply to required and elective courses also apply to seminar and certification courses. *For students who enrolled in, or transferred to, the Faculty in the 2018–2019 academic year or thereafter, the selection of Seminar/Certification courses and the calculation of the maximum number of credits that may be taken per semester are subject to the same credit calculation criteria applicable for other required and elective courses. Students who enrolled in or transferred to the Faculty of Law in or before the 2017–2018 academic year, however, may be permitted to exceed the regular semester credit limit due to the credit value of the Seminar/Certification course, subject to the approval of the Faculty Executive Board.*

Internship Commission

Article 5- (1) The Internship Commission coordinates internships, evaluates the fulfilment of the internship requirement, and offers recommendations for improvement.

Article 6- (1) The members of the Internship Commission are selected by the Faculty Executive Board and the Commission is made up of at least three faculty members. The Internship Commission serves for a term of three years. The commission fulfills its roles and responsibilities under the supervision and inspection of the Dean's Office. The Internship Commission convenes at least once a semester 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 recorded in meeting minutes. The meeting minutes and its affixes are submitted to the Dean's Office.

Internship and Seminar/Certification Requirements

Article 7- (1) Students who complete 60 (sixty) ECTS credits are eligible for starting an internship program. Internships are completed during the periods when students have no classes or examinations. The duration of internships is 40 business days. The duration of internship can be divided into at most two equal parts subject to the approval of the Commission.

(2) To qualify for graduation, students who complete 60 (sixty) ECTS credits must successfully take and complete at least one of the Seminar/Certification courses offered by the Faculty. In order to be eligible to register for any Seminar/Certification course, students must have fulfilled all prerequisite and co-requisite requirements of the course prior to registration.

Internship Placements

Article 8- (1) Internships are completed at legal or judiciary institutions at home or abroad including universities, law firms, notaries, courthouses, general directorates of security, and correctional facilities. While the primary purpose of internships is legal practice, the Commission may also accept the internships completed at the legal departments of legal entities in the field of public law or private law.

Preliminary Approval Process

Article 9- (1) Students are responsible for securing their own internship placements. To start an internship, students must first obtain approval from the Internship Commission. This approval can be obtained by following the steps below:

- a) The student finds his/her internship placement and completes the Internship Form (ANNEX 1). The student then submits the internship request to the Faculty Secretary's Office.
- b) The Faculty Secretary's Office forwards the student's internship application to the Commission.
- c) The Internship Commission reviews and issues a decision on the application within one (1) week of submission.
- d) Should the Internship Commission reject the preliminary internship application on the grounds of a justified reason, the student should find another internship placement in line with

the Commission's recommendations, and must submit a new application following the same steps above.

Start of Internship

Article 10- (1) Once the student receives the preliminary approval document issued by the Internship Commission for his/her internship, the student will complete his/her social security registration in accordance with regulations and start his/her internship.

Internship and Seminar/Certification Course Process and the Intern's Responsibilities

Article 11- (1) Students complete their internships under the supervision of the designated internship supervisor at the host institution. Students are responsible for performing a sufficient and varied range of tasks, completing assignments given by their supervisor, and adhering to the policies and rules of the host institution. Students must keep an internship log throughout the duration of the internship. All pages of the log, including the first and last pages, must be signed by the internship supervisor. The log should be updated daily and must record, in chronological order, all tasks performed, activities undertaken, and knowledge or skills acquired during the internship.

(2) Seminar/certification courses are taught by the full-time faculty members of the Faculty of Law or consultants/part-time instructor(s) appointed by the Faculty.

Completion of the Internship Requirement

Article 12- (1) Students who complete their internship must submit the following documents to the Dean's Office within one month from the end of internship: The internship log, the Internship Evaluation Form (ANNEX 2), which is filled out and submitted to the student in a sealed envelope by the internship supervisor, and the internship report issued by the internship supervisor. A member designated by the Internship Commission prepares a summary report on the completed internship, obtain the opinions of other members, and submit the report to the Faculty Executive Board. The final decision about whether or not the internship was successful is rendered by the Faculty Executive Board.

(2) In addition to the undergraduate diploma awarded by the University, students who qualify for graduation may, upon their request, be issued with a “Certificate of Specialization” by the Faculty of Law at Özyeğin University for the Seminar/Certification Courses they successfully completed.

Miscellaneous Provisions

Article 13- (1) 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 – (1) The Internship and Certification Requirements Procedure of the Faculty of Law at Özyeğin University is repealed as of September 28, 2022.

Article 15 – (1) The Guidelines for the Internship Requirement and Seminar/Certification Courses of the Faculty of Law at Özyeğin University enter into force as of November 05, 2025.

Article 16 – (1) For all prior appointments made from September 24, 2018 till the date on which the Guidelines for the Internship Requirement and Seminar/Certification Courses of the Faculty of Law at Özyeğin University have entered into force, the designation “Member of the Internship and Certification Commission” has been replaced with “Member of the Internship Commission”.

Article 17- (1) In the absence of any relevant provisions in this procedure, the provisions of other relevant legislation, the resolutions of the Higher Education Council, Özyeğin University Senate, Özyeğin University Executive Board and Faculty Board shall prevail.

Article 18- (1) These guidelines are executed by the Dean of the Faculty of Law.