Principles regarding “Special Work Permission Insured by Faculty” for students who want to work in private / corporate or public companies except compulsory internship;

Article 1) Textile Technologies and Design Faculty students can work optionally in private / corporate or public companies within the limited working days except their compulsory internship in case they fulfill the below conditions within the permission of the Faculty Board. During this optional internship period students will be insured by the Faculty.

Article 2) According to the guidelines, undergraduate students that apply for working with special permission except internship should be at least 2nd year student (Ref. ITU Undergraduate Education Regulations Article 15).

Article 3) Work outside the faculty should be carried out within the knowledge and consultancy of a faculty member and the academic content of the work should be within the context of Textile Engineering, Fashion Design, Textile Development and Marketing and related fields.

Article 4) Before beginning the work, students should obtain permission from the Faculty Board by applying to Faculty Student Affairs with a petition (together with the additional material referred to in Article 5) stating that he/she accepted these principles.

Article 5) In addition to the petition students should obtain the following; a) Official (seal-wet-signed) request letter (stating the acceptance of these principles) from the company which is clearly identifying the duties, responsibilities and work places of the trainees, b) documents regarding the company's commitment to the workplace safety regulations or the official letter regarding the company’s commitment to the workplace safety regulations, c) An article that will be taken from the Advisor of the student that describe the work and “suitability” of the operation to be done, d) a clear and understandable article (with dates) containing the objective, summary and plan of the work –including the reasons why it should be performed on that company, e) weekly course schedule if students request permission within the academic term

Article 6) a) During the academic term students will be allowed to work covering their free days with no courses; a maximum of 2 days in a week during weekdays (In total a maximum of 2x14 weeks = 28 days) (if students request to be allowed during the term, official curriculum should also be documented in the petition). b) In periods when there is no education, insurance will be made for up to 6 weeks (not to exceed a total of 30 days).

Article 7) Within these principles undergraduate students registered in the program can receive support from the Faculty for maximum "30 days in total" professional work with insurance except internship.

Article 8) Within these principles, eligible students are required to do their work plans / programs according to the existing lesson plans and exams. In case of any coincidence of the workdays and the exams, priority should be given to the exams and lessons, and any right or claim for excuse will definitely not be accepted.

Article 9) According to the principles students with identified workdays and work plan are required to work after their internship insurance are made. It is not appropriate for students to go and work in companies outside the insured days, and no liability will be accepted. In this case the company will be responsible for the situations that can occur. ITU FACULTY OF TEXTILE TECHNOLOGY AND DESIGN

Article 10) Within these principles, at the end of the work, allowed student/s should submit a report including all the work done, together with advisor and company approvals (within up to 1 month after the end of the work) to the Faculty Board.