



**University of Kyrenia**

**Maritime Vocational School**

**Internship Application Procedure**

**January 2025**

## Purpose

The purpose of this directive is to ensure the supervision of **Offshore** and **Onshore/Workshop** internships carried out in accordance with the STCW protocol within the scope of the standards set by the International Maritime Organization (IMO), to evaluate the competencies of the students in the relevant trainings and to regulate the internship approval processes.

## Scope

This procedure covers graduation candidate students enrolled in the Departments of **Maritime Transportation and Management** and **Ship Machinery** of the Maritime Vocational School, University of Kyrenia.

This procedure has been approved by the decision of the Board of Directors of the Maritime Vocational School, University of Kyrenia dated **17/01/2025 - 2025/01**.

## General Principles

### Internship Approval Procedure

- 1.1. **Offshore** and **Onshore/Workshop** internships of University of Kyrenia students are approved by the Internship Commission established within the Maritime Vocational School.
- 1.2. The Internship Commission meets **three (3)** times a year and the dates of the commission cover the **15 days** following the graduation dates specified in the academic calendar.
- 1.3. Students who wish to participate in the Internship Commission must submit their applications in writing or via the online system to the relevant department at least 15 days before the commission date by preparing the following documents in full.

### Documents Required for Internship Types

#### 2.1. Offshore Internship

- Certificate of Service
- Contract Copy
- Ordino Copies, if any
- Ship's Particulars
- IMO Crew List
- E-Government International Entry-Exit Transcript
- Captain Approved Evaluation Form
- Passport (First page and exit stamps)
- Insurance Breakdown for Turkish Flagged Vessels
- Port Wallet (First page and service page)
- Internship Notebook with ship seal, each page filled

## 2.2. Onshore/Workshop Internship

- Insurance transcript
- Sealed internship notebook with every page filled
- Internship start document (Department acceptance approval)
- Evaluation form signed by the relevant engineer
- Official acceptance certificate of the institution where the internship will be done (must contain a date)

### Commission Procedures

- 3.1. Committees can be organized face-to-face or online. In online commissions, all documents are shared with the relevant commission in digital format **(with full access authorization)**. The originals of the documents are sent by courier to the department secretariat after the online commission is completed **(shipping information is given in the appendix)**.
- 3.2. The members of the Commission consist of the following persons
- **Department of Maritime Transportation and Management:**  
Master, Lecturer or Member, Department Supervisor/Officer
  - **Department of Ship Machinery:**  
Chief Engineer, Instructor or Member, Department Supervisor/Officer
- 3.3. The work of the Commission cannot exceed three **(3)** days. In case of missing documents, candidates are given time to complete the missing documents. Candidates who do not complete their documents within the specified period may reapply on the next commission date.

### Competence and Assessment

- 4.1. If the candidate's commission evaluation success is below **70%**, the candidate must repeat the relevant internship.
- 4.2. If a false or misleading document is submitted, the candidate's case will be referred to the **University of Kyrenia Disciplinary Board** and the relevant authorities will be notified (***the relevant disciplinary rule of the Regulation on Pilot Captains and Seafarers of the Republic of Turkey Ministry of Transport and Infrastructure*** will be applied and the administration will be notified. If a similar practice is carried out again by the same candidate, in addition to the notification to the specified authorities, the situation will be reported to the judicial authorities and the candidate will not be given the right to participate in the commission again at the vocational school).
- 4.3. Students' Offshore internship periods must be in accordance with the academic calendar and cannot take place during the semester. If the candidate arrives late to the academic semester for any reason, it can only be realized with the approval of the department heads (***This period cannot exceed fifteen (15) days, and this period is considered in the commission process of the approved candidate***).
- 4.4. Depending on the conditions of the ship, a student's Offshore internship may be accepted for a maximum of ten (**10**) days less with the approval of the captain. (The internship commission may accept the missing time as eighty (**80**) hours of formal education under the conditions deemed appropriate for Maritime Transportation and Management students and as land/workshop internship for Ship Machinery students).

### Internship Periods and Minimum Requirements

University of Kyrenia, Maritime Vocational School students are required to complete twelve (12) months of internship to complete the graduation process and to gain the right to take the exams administered by the Ministry of Transport and Infrastructure within the scope of the Seafarers and Pilots Training and Examination Directive. These requirements are as follows.

**5.1. Maritime Transportation and Management:**

- 12 months offshore internship.

**5.2. Ship Machinery:**

- 12 months of internship.
- Offshore Internship can be maximum 9 months.
- 6 months offshore + 6 months onshore/workshop internship.
- In land/workshop internship, official holidays and Sundays are not included in the internship period.
- Workshop courses taken at the educational institution can also be accepted as internship time.
- ***(four (4) hours = equivalent to one (1) internship day and can be accepted as a maximum of ninety (90) days).***

**Internship Eligibility**

University of Kyrenia, Maritime Vocational School students are required to obtain approval from the relevant department heads before starting the relevant sea or land/workshop internship. ***(Ships, institutions and/or organizations not mentioned below are subject to the approval of the department head).***

**Offshore Internship**

- ***Maritime Transportation and Management***

It can be done on ships over five hundred ***(500) gross tonnage*** operating outside the port borders.

- ***Ship Machinery***

It can be done on ships with machines over seven hundred and fifty ***(750) kW (kilowatt)*** operating outside the port borders.

### Onshore/Workshop Internships

**Onshore/Workshop** internships can be done in organizations with the following characteristics:

- Shipyards engaged in new shipbuilding or maintenance and repair,
- Power plants that produce electricity with internal combustion engines,
- Repair companies for aircraft engines, gas or steam turbines,
- Companies that have signed a protocol with University of Kyrenia, Maritime Vocational School,
- Companies manufacturing/repairing ship machinery or auxiliary machinery,
- Vessels making commercial voyages with engines smaller than 750kw within the harbor voyage,
- Foundries engaged in production or maintenance and repair, manufacturing companies that produce steel with certified welded joints (engineer-controlled companies),
- Machine service centers or companies that repair and maintain machines larger than 60 kW (with the approval of the department head),
- Machine service centers or companies that repair and maintain machines larger than 135 kW (with the approval of the department head),
- Electrical-electronic and software companies that are engaged in production, repair, maintenance, repair and support activities for the maritime industry,
- It can be done in organizations working in the fields of hydraulics, pneumatics, refrigeration and air conditioning systems, electrical-electronics and maintenance and repair (companies with at least 2 engineers).

## Internship Booklet and Documents

- 7.1.** A separate internship notebook must be filled in for each ship/institution and the relevant documents must be prepared in full.
- 7.2.** For certificates specified as Advanced, the candidate must complete the appropriate processes for the type of ship.

## Insurance

University of Kyrenia, Maritime Vocational School undertakes insurance coverage for internships on **Turkish flagged vessels and onshore/workshops** in Turkey (the **shipowner and/or the company** can do it). Insurance on foreign flagged ships is the responsibility of the ship owner.

## Quality and Certification

Candidates are encouraged to submit certificates and/or experience from the following platforms for the commission's evaluation:

- Libero (**Certificate**)
- Mintra (**Certificate**)
- SQ Learn (**Certificate**)
- Maritime Trainer (**>%80**)
- Marpol Institute (**Certificate**)
- Ocean Learning Platform (**>%80**)
- SIRE 2.0 Ship Matrix and result document

**Note:** *This application procedure has been prepared by the University of Kyrenia, Maritime Vocational School in accordance with STCW requirements and may be amended, renewed and updated if deemed necessary.*

### **Cargo Address.**

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