



**Ankara Yildirim Beyazıt
University
Computer Engineering**

Internship Principles

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Computer Engineering Internship Principles

- Computer Engineering In the Internship section of our page, you can find all documents are available.



Ankara Yildirim Beyazit University
Bilgisayar Mühendisliği

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TR EN



Internship Commission

**Commission
Chairman**

Dr. F. Şükrü Torun
(fstorun@aybu.edu.tr)

**Commission
Members**

Research Assistant
Elif Şanlıalp
(elifsanlialp@aybu.edu.tr)

Research Assistant
Y. Ekrem Keçilioğlu
(yekecilioglu@aybu.edu.tr)



General Information



- Our students **must** do 2 (**20 + 20 working days**) internships to graduate. (A student has the right to *get insurance from the school for a total of 60 working days*. Those who have *unsuccessful internships or those who will do voluntary internships will not be able to get more insurance* from the school when they exceed this limit).

General Information

General Information

Internships should not coincide with the **Fall and Spring Semesters** of the academic calendar.

The normal duration of the internships is during the *Summer Semester of the 2nd year* and the *Summer Semester of the 3rd year*.

In the *Fall Semester following the summer internship*, CENG300 is designated for the first internship, while CENG400 is allocated for the second internship.



- To be eligible for ***CENG300*** you must have earned at least **101 successful** ECTS credits. For ***CENG400*** the requirement is a minimum of **149 successful** ECTS credits. The same requirement applies to ***Volunteer Internship*** as for ***CENG400***.

WARNING

General Information

Weekends cannot be included in the calculation of internship periods.



Internship 1 and Internship 2 can be completed within the same institution.

Only students in their **3rd year or above**, who have not undertaken their internship during their 2nd year or have failed to do so, are eligible to conduct consecutive internships within the same institution.

Documentation should be prepared for two separate periods of 20 working days each, treating them as distinct internships.



Students also have *the option to pursue internships abroad through self-funding or the Erasmus+ program*, particularly in companies related to **Computer Science**.



- **Public holidays are excluded from the calculation of internship periods.** Students who experience an official holiday or half-day during their internship period should adjust their dates to ensure completion of 20 working days without considering these days as working days (such as Eid al-Adha, July 15, August 30, etc.).
- For instance:
 - Internship Start: August 12
 - End of Internship: Monday, September 9 (Ordinarily, it would end on Friday, September 6, but since August 30 falls within the period, one additional working day is added to the end of the internship).

General Information

General Information



The supervisor responsible for overseeing the internship must hold either a **4-year undergraduate degree in Computer Engineering, Software Engineering, Electrical-Electronics Engineering, or Artificial Intelligence Engineering**, or a **postgraduate degree in Computer Engineering/Science**.



According to the **Spring Semester** academic final examination schedule, students are required to submit their Internship Application documents between the first Monday and the first Thursday of the week preceding the start date of the final exams. These documents are listed in the section summarizing the application process.



Prior to the internship application, Computer Engineering students will be **provided with a survey two week before the start date of the Spring Semester final exams**. Students are required to enter their internship information through this survey as part of the application process.



During the internship period, students are not permitted to take leave unless under **unavoidable circumstances such as illness or a funeral**. Leave taken due to compulsory situations **cannot exceed 2 days**. Students who take leave or report must complete **these missed days by adding them to the end of the internship**.



- The Dean's Office of the Faculty of Engineering and Natural Sciences ensures that each student undertaking an internship within the scope of **the Social Insurance and General Health Insurance Law No. 5510** is covered by "occupational accident and occupational disease" insurance.
- *This insurance coverage is mandatory, even if the student already has insurance through the company.*

Insurance by the University



Pre-Internship Process

DESIGN

RESEARCH

A
B

Pre-Internship Process

1. Students apply to institutions where they intend to undertake their internship and select their preferred placement.
 - Various methods may be employed for internship applications, including submissions through platforms like "Kariyer.net," "Kariyer Kapısı," "Vizyoner Genç," "LinkedIn," as well as direct communication with corporate entities via email, among other approaches.
 - Difficulty in securing an internship placement typically does not occur *when a sufficient number of applications are made.*



Pre-Internship Process

2. If it is required for the student to provide proof that the internship company's insurance will be arranged by the school, the **Internship Application Form (Zorunlu Staj Yazısı)** document, electronically signed by the dean, can be printed out and submitted to the company.



T.C.
ANKARA YILDIRIM BEYAZIT ÜNİVERSİTESİ REKTÖRLÜĞÜ
Mühendislik ve Doğa Bilimleri Fakültesi Dekanlığı



Sayı : E-60708718-304.03-260952
Konu : Zorunlu Staj Yazısı

01.03.2024

İLGİLİ MAKAMA

Fakültemiz öğrencilerinin 40 (20+20) iş günü staj yapma zorunluluğu vardır. 5510 Sayılı Kanun'un 87'nci maddesinin (e) bendi gereğince sigorta primleri Üniversitemiz tarafından karşılanacaktır.

Bilgilerinizi ve gereğini arz/rica ederim.

Prof. Dr. Hasan OKUYUCU
Dekan

Bu belge, güvenli elektronik imza ile imzalanmıştır.
Doğrulama Kodu: A1CC43C7-B278-426B-8231-B6C7310A95E4 Doğrulama Adresi: <https://www.turkiye.gov.tr/ybu-cbys>
Adres: Ayvalı Mh. Takdir Cad.150 Sk. No:5 Etilik-Keçiören / ANKARA Bilgi için: Tuğçe KILIÇ
Telefon: 0 312 906 2202 Memur
Faks: 0 312 906 29 55
KEP Adresi : yildirimbeyazituniversitesi@hs01.kep.tr Telefon No:(312) 906 22 35





THE REPUBLIC OF TURKEY
ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF ENGINEERING AND NATURAL SCIENCES
COMPUTER ENGINEERING DEPARTMENT
SUMMER PRACTICE ACCEPTANCE FORM

To whom it may concern,

The request of the student with the ID number who studies in the Computer Engineering Department of the Faculty of Engineering and Natural Sciences, to do an internship in our organization was approved. The relevant student will be able to do internship in our organization between

Sincerely,

COMPANY and OFFICIAL'S INFORMATION

TITLE :
OFFICIAL NAME SURNAME :
DATE :
E-MAIL :
STAMP and SIGNATURE

Student
Picture

INFORMATION OF STUDENT

Name and Surname :
Student ID :
T.C. :
Phone Number :
E-mail :
Address :

Date and Signature of Student



ANKARA YILDIRIM BEYAZIT ÜNİVERSİTESİ
MÜHENDİSLİK VE DOĞA BİLİMLERİ FAKÜLTESİ
BİLGİSAYAR MÜHENDİSLİĞİ BÖLÜMÜ
STAJER KABUL FORMU

Üniversitemiz Mühendislik ve Doğa Bilimleri Fakültesi Bilgisayar Mühendisliği Bölümü öğrencilerinden nolu'nın kurumumuzda staj yapma isteği uygun bulunmuştur. İlgili öğrenci kurumumuzda'nın kurumumuzda staj yapma isteği uygun tarhleri arasında staj yapabilecektir.

Gereği için bilgilerinizi arz ederiz.

FORMU DOLDURANIN

ADI SOYADI :
GÖREVİ :
TARİH :
KAĞE ve İMZA

Öğrenci
Fotoğrafı

ÖĞRENCİ BİLGİLERİ

Adı ve Soyadı :
Öğrenci No :
T.C. Kimlik No :
Telefon No :
E-Posta :
İkametgah :
Adresi :

Tarih ve Öğrenci İmzası

- The student must have [the Internship Acceptance Form \(Staj Kabul Formu\)](#) signed by the company official, and before starting the internship, the student should confirm that there will be a **Computer (or Software, Electrical-Electronics, Artificial Intelligence) Engineering** graduate responsible for them in the company.

Pre-Internship Process



ANKARA YILDIRIM BEYAZIT UNIVERSITY
Faculty of Engineering and Natural Sciences
Department of Computer Engineering

PRE-INTERNSHIP CONTROL FORM

Student's
Name:
Surname:
ID Number:
Internship: (Please sign in the appropriate space)

First Internship

Second Internship

Checked	Signature
During my internship, there is at least 1 (one) Computer Engineer, Software Engineer, Electrical-Electronics Engineer, or Artificial Intelligence Engineer working at the place of internship.	
The dates of my internship do not coincide with official holidays.	
I have carefully read the internship directive and the procedures to be done before the internship.	
I am aware that if I do not comply with the rules of the internship report (such as the report format, etc.) and the deadlines for submitting internship-related documents, my internship will be considered invalid.	
I have obtained the signature of the authorized person at the workplace (they may also affix their seal) on the internship acceptance form and submitted it to the commission member.	
I understand that obtaining (and tracking) the SGK (Social Security Institution) document is my own responsibility.	
The dates of my internship do not coincide with the spring and fall terms, final and makeup exam dates, and if I attended, the summer term dates.	

I am aware that the places I have signed on the pre-internship check form will be verified, and I understand that any error will result in the rejection of my internship.

(Student will write their name and surname by hand and sign. This line will be deleted when printing.)



ANKARA YILDIRIM BEYAZIT ÜNİVERSİTESİ
Mühendislik ve Doğa Bilimleri Fakültesi
Bilgisayar Mühendisliği

STAJ ÖNCESİ KONTROL FORMU

Öğrencinin;
Adı:
Soyadı:
Numarası:
Staj: (Uygun olan yere imza atınız)

İlk Stajım

İkinci Stajım

Kontrol Edilen	İmza
Staj yaptığım yerde en az 1 (bir) Bilgisayar Mühendisi, Yazılım Mühendisi, Elektrik-Elektronik Mühendisi veya Yapay Zeka Mühendisi çalışmaktadır.	
Staj yaptığım tarihler resmi tatillere denk gelmemektedir.	
Staj yönergesini, staj öncesi yapılacak işlemleri dikkatlice okudum.	
Staj raporu kurallarına (Rapor formatı vs.), staj ile ilgili belge teslim tarihlerine uymadığım takdirde stajımın geçersiz olacağını bilmekteyim.	
Staj kabul formumu iş yeri yetkilisine imzalatıp (yetkili kaşe de basabilir) komisyon üyesine teslim ettim.	
SGK dökümanını almamı (takip etmemi) kendi sorumluluğumda olduğunu bilmekteyim.	
Staj yaptığım tarihler bahar ve güz dönemlerine, final ve bütünleme sınavı tarihlerine ve kazandıysam yaz okulu tarihlerine denk gelmemektedir.	

Staj öncesi kontrol formunda imzaladığım yerlerin kontrol edileceğini bilmekteyim ve herhangi bir hatada stajımın kabul edilmeceğini bilmekteyim.

(El yazısı ile öğrenci adını soyadını yazıp imzalayacaktır. Çıktı alınırken bu satır silinecektir.)

4. The student must sign the Pre-Internship Check Form (Staj Öncesi Kontrol Formu).

Pre-Internship Process

Documents Required for the Pre-Internship Process and Submission Deadlines

5. The Internship Acceptance Form (Staj Kabul Formu), the Pre-Internship Check Form (Staj Öncesi Kontrol Formu), and General Health Insurance Declaration and Commitment Form (GSS Beyanve Taahhütname) must be submitted to the Department Secretary before the start of the Final Exams.
6. **Attention Computer Engineering students**, you are required to fill in your personal and internship information **in the shared survey before submitting your documents.**



7. Students can start their internships at the firms they have chosen unless there is something unsuitable mentioned at the internship sites or in their applications.
8. Some companies *may request the SGK Entry Certificate*.
 - ✓ Students who want *to obtain this document* can request their documents by emailing muhendislik@aybu.edu.tr *one week before the start date of their internship*. If they prefer to receive it in person, they can apply to the Faculty Secretary's Office.

Pre-Internship Process



Internship Process

Internship Process

- Students who have completed the above processes begin their internships.
- The report **must be filled out in English** and **in digital format**.
- During the internship, students fill out **the Internship Summary** section of **the Internship Report** day by day in digital format, limiting it to one paragraph.



ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF ENGINEERING & NATURAL SCIENCES
SUMMER PRACTICE REPORT

STUDENT'S

NAME SURNAME:

DEPARTMENT: Computer Engineering

STUDENT ID:

E-MAIL ADDRESS:

PHONE NUMBER:

DAYS	WORK ACCOMPLISHED	WORKING HOURS
Monday .. / .. / ..		
Tuesday .. / .. / ..		
Wednesday .. / .. / ..		
Thursday .. / .. / ..		
Friday .. / .. / ..		

Signature of trainee :

Work place :

Name and title of the controlling superior :

Signature and Stamp :



Internship Process

- During the internship period, some students may intern at companies focused on ***the defense industry***. Students working at these companies should request applications and tasks that they can write in their internship logs from their mentors.

The background features a light blue and white geometric pattern of overlapping lines and shapes. A prominent orange rectangle is positioned vertically in the center-left area. A dark grey horizontal bar is overlaid across the middle of the image, containing the text.

Post-Internship Process

STAJ GENEL RAPOR FORMATI

Staj genel raporu aşağıdaki sırada ve her formatta olmalıdır. Başlık sırasına ve formata uymayan raporlar kabul edilmeyecektir.

1) İçindekiler

Staj raporunun bölümleri numaralandırılmalıdır. İçindekiler kısmına başlıklar yazılırken en fazla 3 derece inilebilir (1.1.1 gibi). İçindekiler kısmında ve raporun genelinde bölüm başlıkları büyük yazılmalıdır. İkinci seviye bölüm başlıklarında ise, başlığın ilk harfi büyük diğer kısımları küçük harflerle yazılmalıdır.

2) Giriş

Bu kısımda staj yapılan kurumla ilgili bilgiler, stajda ne yapıldığı ve yapılan işin sonucu ile ilgili kısa (Maks. 2 sayfa) bilgi verilmelidir. Giriş genel raporun kısa bir özeti olmalıdır. Raporu okuyan kişi, raporu okuduktan sonra rapor hakkında genel bir fikir sahibi olmalıdır.

Post-Internship

Bu kısımda yapılan iş ayrıntılı olarak anlatılmalıdır. Staj süresince kullanılan programlar, varsa öğrencinin katıldığı eğitimler vs. anlatılmalıdır. Bu bölümde gereksiz resimlerden, kod görüntülerinden kaçınılmalıdır. Bu kısımda herhangi bir kılavuz ya da kitap özetlenmemelidir.

4) Sonuç

Öğrenci bu kısımda stajın kendisine kazandırdıklarından bahseder. Staj yapılan kurum hakkında gözlemlerden bahsedilebilir.

5) Ekler

Tüm kod, resim, grafik vb. şeyler bu bölümde olmalıdır.

6) Referanslar

• Kitap referansı için gösterim

Yazarın Soyadı, ADI., "Kitap adı", Yayınevi, Basım Yeri, Yayın yılı.

Nise, S.N., "Control Systems Engineering", (6th ed.), John Wiley & Sons, United States of America, 2011.

• Web sayfaları için gösterim

Yazarın Soyadı, ADI., "Başlık [online]", (Edition), Yayın Yeri, Web adresi:URL [Ziyaret Tarihi].

GENERAL INTERNSHIP REPORT FORMAT

The general internship report should be in the following order and format. Reports that do not follow the title order and format will not be accepted.

1) Table of Contents

The sections of the internship report should be numbered. When writing titles in the table of contents, up to 3 levels can be used (e.g., 1.1.1). Section headings should be uppercase in the table of contents and throughout the report. For second-level headings, the initial letter should be capitalized, and the rest should be lowercase.

2) Introduction

This section should provide brief (Max. 2 pages) information about the institution where the internship was conducted, what was done during the internship, and the outcome of the internship. The introduction should be a concise summary of the general report. The reader should get a general idea about the report after reading it.

3) Internship Narrative

This section should describe the internship in detail. It should include the project description, the tasks performed, the training attended by the student, etc. Unnecessary images and screenshots should be avoided. Only necessary images and screenshots should be included in this section.

In this section, the student discusses what they gained from the internship. Observations about the institution where the internship was conducted can be mentioned.

5) Appendices

All code, images, graphics, etc., should be included in this section.

6) References

• For book references:

Author's Last Name, First Name., "Book Title", Publisher, Place of Publication, Year.

• For web pages:

Author's Last Name, First Name., "Title [online]", (Edition), Place of Publication, Web Address [Access Date].

After the internship, students fill out the General Report section of *the Internship Report* in digital format, with a minimum of 5 pages and a maximum of 10 pages.

Post-Internship Process



When filling out the General Report, attention should be paid to the following points: images or codes should be included in the appendices section, references should be made to these contents from within the report, and contents without references should not be included in the report.



At the same time, students should not provide a definition of the technologies they used longer than a small paragraph. The focus of the report should be on the work done with that technology, not what the technology is.

Post-Internship Process



For example, students who provide explanations spanning a whole page on what HTML, CSS, and JavaScript are may be asked to revise their notebooks, and if necessary, they may be considered unsuccessful.



Instead, a brief paragraph should be provided to explain these concepts, and the focus should be on how these technologies were utilized in the projects carried out during the internship process.

Post-Internship Process



Students stamp and sign the Internship Summary section of the Internship Report with their mentor, who is a Computer Engineer.

They also staple the pages of the General Report.



<i>Signature of trainee</i>	:
<i>Work place</i>	:
<i>Name and title of the controlling superior</i>	:
<i>Signature and Stamp</i>	:



THE REPUBLIC OF TURKEY
ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF ENGINEERING AND NATURAL SCIENCES
COMPUTER ENGINEERING DEPARTMENT

INTERNSHIP EVALUATION FORM

To whom it may concern,

This form must be signed by a computer engineer.

After you fill this form, please put that form in an envelope and make sure it is closed.
Then you can send this envelope by our student.

Internship Commission

Student

Name and Surname:

Student ID:

Company

Title:

Address:

Internship Dates

Start : ... / ... /

Finish :

Duration of Internship:days



Post-Internship Process

Students submit the Internship Evaluation Form (Staj Sonuç Belgesi) to the Computer/Software Engineer responsible for them. The Computer/Software Engineer fills out and signs the document, and if available, puts it in an envelope without showing it to the student, seals the envelope, and hands it over to the student. (This document can be signed in Turkish)



Post-Internship Process

The Internship Report bound with *spiral binding*, the envelope containing *the Internship Evaluation Form* (*Staj Sonuç Belgesi*) obtained from the company, and *the Post-Internship Control Form* (*Staj Sonrası Kontrol Formu*) are placed in a large envelope.

the Internship Report



the Internship Evaluation Form (Staj Sonuç Belgesi)



the Post-Internship Control Form (Staj Sonrası Kontrol Formu)

 ANKARA YILDIRIM BEYAZIT UNIVERSITY
Faculty of Engineering and Natural Sciences
Department of Computer Engineering

POST-INTERNSHIP CONTROL FORM

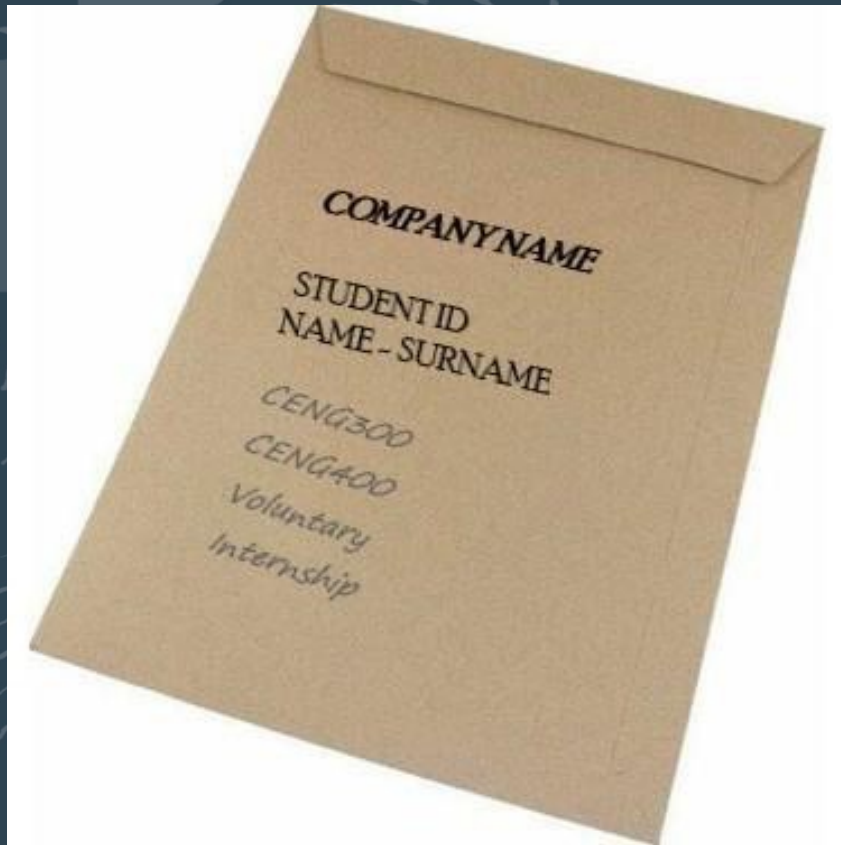
Student's
Name: _____
Surname: _____
ID Number: _____
Semester: _____ (Please sign in the appropriate space)

First Internship	Second Internship																								
<table border="1"><thead><tr><th>Checked</th><th>Signature</th></tr></thead><tbody><tr><td><input type="checkbox"/> I have a separate end or start of the internship period on each page of the daily work journal.</td><td></td></tr><tr><td><input type="checkbox"/> I have filled out the daily work journal completely.</td><td></td></tr><tr><td><input type="checkbox"/> I received the internship evaluation form as a sealed envelope with the seal and my signature.</td><td></td></tr><tr><td><input type="checkbox"/> I submitted all my documents (internship journal, internship certificate, FIRMANIZ completion certificate, and post-internship control form) in the required envelope.</td><td></td></tr><tr><td><input type="checkbox"/> The internship journal consists of at least 10 pages.</td><td></td></tr><tr><td><input type="checkbox"/> I wrote my internship journal following the correct internship journal format.</td><td></td></tr><tr><td><input type="checkbox"/> I did not include unnecessary explanations such as "I met my colleagues" "I had lunch" etc. unnecessarily long phrases and/or useless expressions that would cover the page in my internship journal.</td><td></td></tr><tr><td><input type="checkbox"/> I wrote my internship journal in English, following the report format.</td><td></td></tr><tr><td><input type="checkbox"/> I checked for any spelling mistakes in my internship journal.</td><td></td></tr><tr><td><input type="checkbox"/> I submitted my internship journal within the three-weeks of the semester. (Once the end date will not be accepted, and the internship will be considered as failed.)</td><td></td></tr><tr><td><input type="checkbox"/> I have selected the correct course for the period following the internship. (CENG300 and CENG400)</td><td></td></tr></tbody></table>	Checked	Signature	<input type="checkbox"/> I have a separate end or start of the internship period on each page of the daily work journal.		<input type="checkbox"/> I have filled out the daily work journal completely.		<input type="checkbox"/> I received the internship evaluation form as a sealed envelope with the seal and my signature.		<input type="checkbox"/> I submitted all my documents (internship journal, internship certificate, FIRMANIZ completion certificate, and post-internship control form) in the required envelope.		<input type="checkbox"/> The internship journal consists of at least 10 pages.		<input type="checkbox"/> I wrote my internship journal following the correct internship journal format.		<input type="checkbox"/> I did not include unnecessary explanations such as "I met my colleagues" "I had lunch" etc. unnecessarily long phrases and/or useless expressions that would cover the page in my internship journal.		<input type="checkbox"/> I wrote my internship journal in English, following the report format.		<input type="checkbox"/> I checked for any spelling mistakes in my internship journal.		<input type="checkbox"/> I submitted my internship journal within the three-weeks of the semester. (Once the end date will not be accepted, and the internship will be considered as failed.)		<input type="checkbox"/> I have selected the correct course for the period following the internship. (CENG300 and CENG400)		
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I am aware that the places I have signed on the post-internship check form will be verified, and I understand that any error will result in the rejection of my internship.

(Signature will remain the same and cannot be used again. The form will be returned after printing.)





Post-Internship Process

- The envelope should be labeled with the ***Company Name, the Student ID, Name, Surname, and Internship (CENG300, CENG400, Voluntary Internship) Information***, and it should be submitted to the Department Secretary ***within 2 weeks from the beginning of the Fall semester following the Summer term*** in which the internship was completed.



- Students should add the course ***CENG300 Industrial Practice I*** to their course registration if it is their first internship period **in the Fall semester** following the internship period. If it is their second internship period, they should add the course ***CENG400 Industrial Practice II***. If students have completed two internships, they can select both courses.

Post-Internship Process



Evaluation

Evaluation



An assessment of the submitted files to the Internship Commission is conducted within *the first 4 weeks*.



Since the files are delivered from the Department Secretary to the Internship Commission, the evaluation takes place during *the first 4 weeks of the Fall Semester*.



Reports submitted *after the beginning of the Fall Semester* *will not be considered for evaluation*.



- After the internship, a survey will be shared two weeks prior to the start of the Fall Semester for students who completed their internships during the Summer Term. Students are required to upload their internship presentation videos (**min. 5 – max. 10 minutes**), which include a summary of their internship experiences, through this survey. *Please share your publicly accessible YouTube video link. If you set the video privacy settings to Unlisted (Only people with the link can view), the video will only be accessible to you and the Internship Committee.*
- Students **have the right to revise** their documents only **once**.

Evaluation

Evaluation



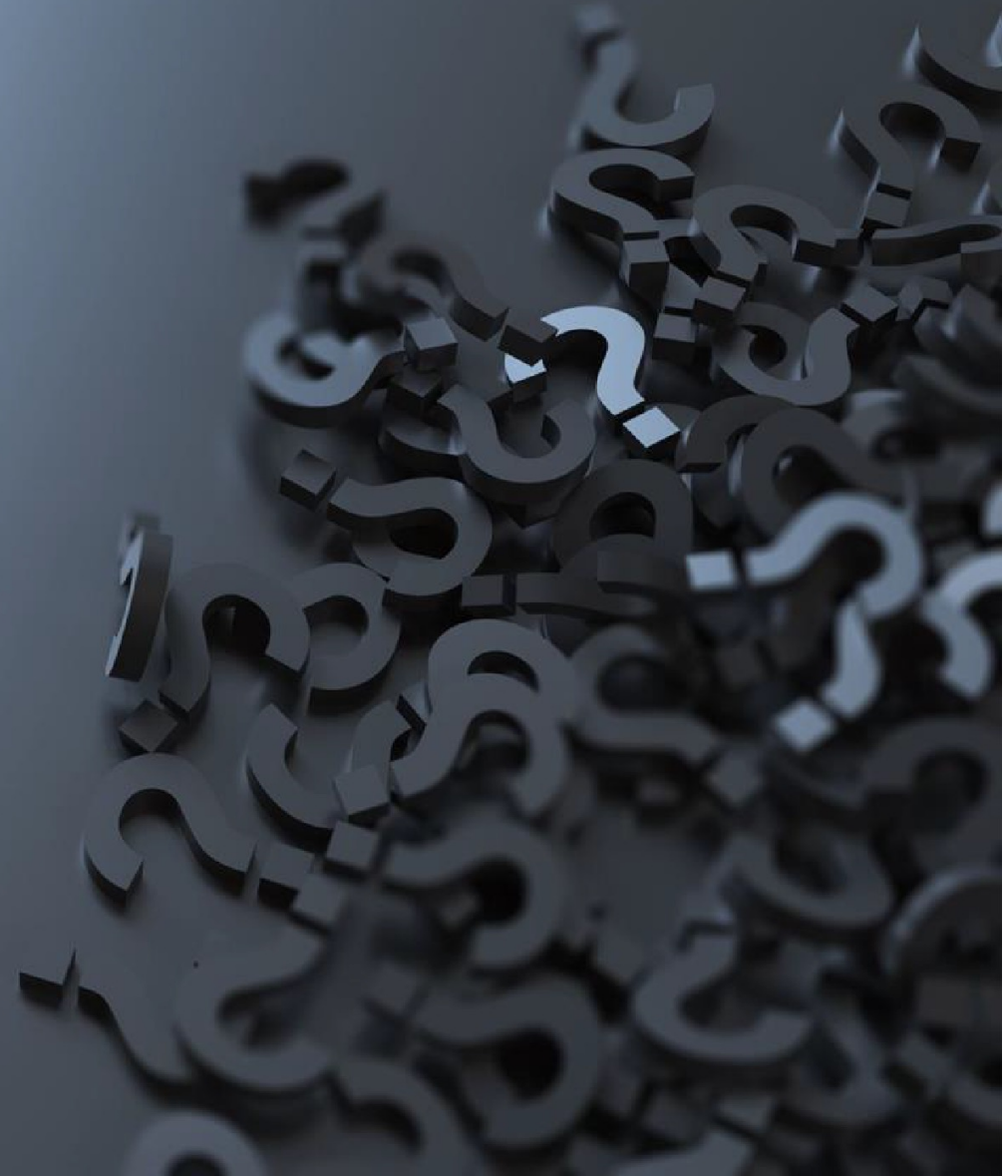
Students who are requested for revisions must complete their revisions within *2 weeks after the announcement of the results.*

If there are no major changes in the content of the documents, re-signing of the correction documents may not be necessary. The decision of the internship commission is valid in this regard.



Once the internship grades are finalized after revisions, they are sent to advisors. Advisors enter the internship grades for students

Frequently Asked Questions



Frequently Asked Questions

If you couldn't do an internship in your second year, what should you do?

- During the summer term of the third year, you can do 2 internships.
- During the summer term of the third year, you can do 1 internship, and during the summer term of the fourth year, you can do another internship.
- During the summer term of the fourth year, you can do 2 internships.

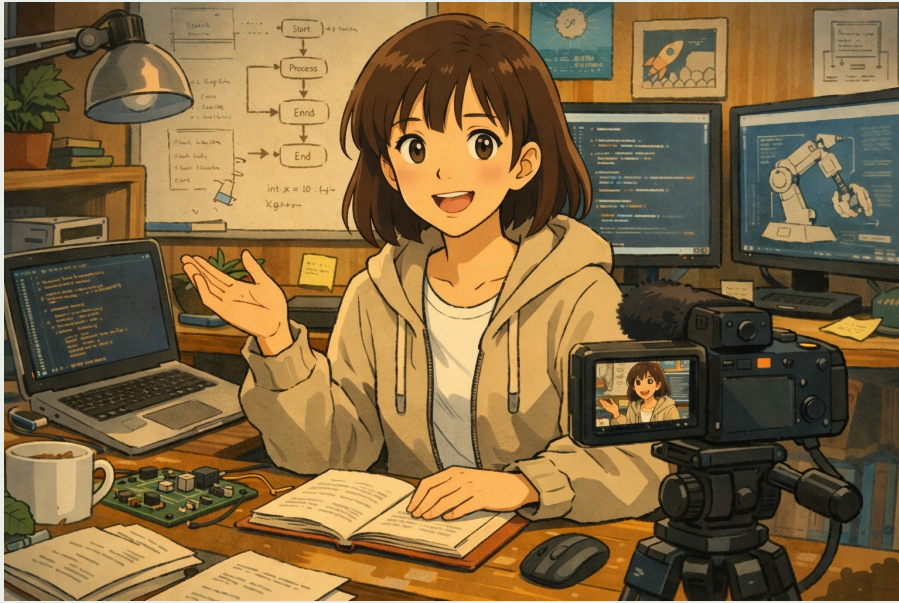
Can I do an internship during the intersession or within the semester?

- You can only do an internship during the intersession or within the semester **if you only have the internship course left and have completed all other courses. Otherwise, it is not possible.**



- If you want to do an internship abroad, what should you do?
 - Students who will do an internship abroad must **submit a letter stating that they will cover their own expenses and obligations, including travel, accommodation, insurance costs related to their internship abroad, along with an invitation and acceptance letter from the internship location to the relevant assistants at least 1 month before the start date of the internship.**
 - Students who do internships abroad must also provide the relevant assistants with a document from the internship location indicating the scope, work, and duration of the internship, in addition to the required documents, upon their return to the country after completing the internship.

Frequently Asked Questions



Students are expected to include the following sections in their internship presentation video:

1. Introduction

- ✓ Brief self-introduction (Name, Department, Class Year)
- ✓ Name of the company and duration of the internship

2. Company Overview

- ✓ Field of activity of the company
- ✓ Department in which the internship was carried out

3. Internship Responsibilities

- ✓ Tasks and responsibilities assigned during the internship
- ✓ Tools, software, or programming languages used (if applicable)

Frequently Asked Questions (Internship Presentation Video)

4. Technical Contributions

- ✓ Projects or technical work completed
- ✓ Problems encountered and solutions developed
- ✓ Any practical or theoretical knowledge applied

5. Skills and Competencies Gained

- ✓ Technical skills
- ✓ Soft skills (e.g., teamwork, communication, time management)

6. Conclusion

- ✓ Overall evaluation of the internship experience
- ✓ Contribution of the internship to academic and professional development
- ✓ Future career goals related to the internship experience



Frequently Asked Questions (Internship Presentation Video)



Contact



- If you have any questions regarding the internship:
 - Please introduce yourself (Student ID, full name) in your message.
 - When sending an email, make sure to include all assistants in the commission in a single email instead of sending separate emails to each assistant.
 - Clearly state the subject of the email.
 - For example: «**Regarding Internship Inquiry**» or «**Staj Hakkında**»
 - Emails concerning questions that are already addressed in the Internship Principles presentation will not be responded to.

Contact



Question & Answer

A group of people are shown from the chest up, sitting in a circle and clapping their hands. The background is slightly blurred, focusing on the hands and the clapping motion. A dark blue semi-transparent overlay covers the right side of the image, featuring a pattern of concentric circles and dots. The text is centered within this overlay.

**Thank you for reviewing
the Internship Principles
Presentation**