

FENERBAHÇE ÜNİVERSİTESİ
FACULTY OF ENGINEERING
APPENDIX .5
INTERNSHIP APPLICATION FLOW

The Internship Committee determines the Internship Schedule.

The schedule is announced during the academic term.

The student first determines the place where they will intern.
(They can seek assistance from the Career Planning and Development Center.)

The Internship Institution Approval Petition (Appendix 2) obtained from the FBÜ Faculty website is submitted by the student to the institution where the internship is planned. If the institution approves the internship, the Internship Application and Acceptance Form (Appendix 3) is filled out and submitted to the Internship Committee.

Students whose internship placements are approved by the Internship Committee are announced. These students fill out the Declaration and Commitment forms and submit them to the Internship Committee.

Students whose internship institutions are deemed unsuitable by the Internship Committee repeat the application process with another institution, fill out the Internship Application and Acceptance Form (Annex 3), and submit it to the Internship Committee once again.

Students whose internship placements are approved fill out the Declaration and Commitment Form and submit it to the Internship Committee before the internship and insurance procedures. The Internship Committee approves the suitable internship placements and dates, then forwards the internship list to the Department Chair and the Dean's Office.

The information required for insurance procedures is forwarded by the Dean's Office to the University Internship Coordination Office.

The internship must be conducted within the dates specified in the Internship Application and Acceptance Form (EK.3). Any requests for changes to the internship duration must be submitted to the Internship Committee for evaluation and decision.

Internships must be completed within the specified workdays. The Internship Evaluation Form (EK.4), signed by an authorized person from the host institution, should be submitted to the Internship Committee in a sealed and stamped envelope, either in person or electronically, with the workplace (company) representative sending it to the Internship Committee's institutional email address. The completed and approved Internship Diary should also be submitted to the Internship Committee in person. Along with the Internship Diary, the SGK (Social Security Institution) entrance and exit notification reports must be provided to the Internship Committee.

Completed internships are reviewed by the Internship Committee. A one-month period is given for any diaries requiring corrections. Files not completed on time are considered as FAILED.

Internship documents are submitted by the Internship Committee with the results of SUCCESSFUL, UNSUCCESSFUL, or CORRECTION to the Department Head and the Dean's Office.