 **FENERBAHÇE UNIVERSITY**

 **FACULTY OF ENGINEERING AND ARCHITECTURE**

 **APPENDIX.5**

 **INTERNSHIP APPLICATION PROCESS**

 The Internship Commission determines the Internship Calendar.

The Calendar is announced within the Academic Semester.

 First, the student determines the place where they will be interning at. (They can get assistance from the Career Planning and Development Center)

The student applies to the institution to be interned at with the Internship Institution Approval Form (APPX.2), received from the FBU Faculty Web page. Once the applied institution deems the internship appropriate, the Internship Application and Acceptance Form (APPX.3) is filled and submitted to the Internship Commission.

The students whose internship places are approved are announced by the Internship Commission. These students fill their Declaration and Commitment forms and submit it to the Internship Commission.

Students whose place of internship are not found suitable by the Internship Commission, repeat the application process with another institution by filling out the Internship Application and Acceptance Form (APPX.3) ​​and submitting it to the Internship Commission once again.

Students whose place of internship are found suitable fill out the Declaration and Commitment form and submit to the Internship Commission before beginning the insurance and internship procedures. The Internship Commission approves of the suitable places of internship and dates and submits the internship list to the Department Head and the Dean.

The information required for insurance procedures is sent to the University Internship Coordinator by the Dean.

The completed internships are examined by the Internship Commission. One month is given for Journals that are requested to be correction. Documents that are not completed in time are evaluated as UNSUCCESSFULL.

Internships are completed within the specified working days, and the Internship Evaluation Form (APPX.4) taken from the interned institution and signed by the authorized person is hand-delivered to the Internship Commission in a sealed and stamped envelope, or the form should be submitted electronically to the institutional e-mail address of the Internship Commission by the business (company) representative. The Internship Journal, that is prepared in full and approved of, is hand-delivered to the Internship Commission. Along With the Internship Journal, the printouts of the SGK employment statement and dismissal statement are also given to the Internship Commission.

The internship must be carried out between the dates indicated on the Application and Acceptance Form (APPX.3). Requests regarding changing the internship periods should be reported to the Internship Commission and decided.

Internship documents are reported by the Internship Committee as SUCCESSFUL, UNSUCCESSFULL or CORRECTION to the Department Head and the Dean.

Internship documents are reported by the Internship Committee as SUCCESSFUL, FAILED or CORRECTED to the Department Head and the Dean.