

- **Internship Duration and Periods:**

- Total internship duration is **60 working days**.
- In an internship period, a **minimum of 10 working days and a maximum of 40 working days of** internship can be done without a break.
- An internship cannot be done in a workplace for **less than 10 working days. Maximum 6 days per week** can work.
- Internships can be done during the summer vacation and/or during the mid-term break if 10 working days fit.
- **Internship cannot be done during the course and exam periods in the academic calendar.**
- The first internship cannot last more than 25 days.

- **Internship Location:**

Internships can be done in **public or private institutions operating in a field related to the department** at home and abroad. **It is mandatory to have at least one engineer with the title of *Electronics and Communication Engineer, Electrical and Electronics Engineer, Electronics Engineer, Electrical Engineer, Telecommunication Engineer, Communication Engineer, Control Engineer, Biomedical Engineer, Computer Engineer, Software Engineer*** in the internship institution.

- **Internship Application and Starting:**

- Students **must have completed at least four semesters of education in** the department in order to start their internship.
- The student will receive a letter from the institution where he / she wants to do his / her internship, **with the title or stamp stating that his / her internship request has been accepted, dated up to date and including the information of the company he / she wants to do his / her internship.**
and applies to the Department Internship Commission at least 1 (one) month before the start date of the internship through the internship system.
- Students can start their internships after receiving approval from the internship commission.
Department Internship Internships started without the approval of the Commission are not valid.
- The student who starts the internship **cannot change the internship place without informing the chairman of the internship commission and obtaining approval**, and if he/she does, the internship is deemed invalid.
- Transactions such as **change of internship authority, change of end date, cancellation of internship** can be realized by creating a request through the system.

- **Preparation and Submission of Internship Files:**

- Internship files are submitted to the Department Internship Commission every year at the time determined by the Department Internship Commission.
to the chairmanship only through the internship system. Submit the file to the system on time. The internship of the student who does not upload the documents will not be accepted. No documents submitted by hand will be accepted.
- Students who have signed a workplace internship contract must **submit** receipts (or photocopies) of the payments they have received, pay slips, if any, and the **unemployment fund contribution information form** filled out by the company.
At the end of the internship, they must upload their internship files to the IMS system and end the internship.

- **Additional things to know about internship**

- Cancellation of the internship, early termination of the internship, change of internship

supervisor, etc.

request must be created from the system. This is the responsibility of the student.