

In order for our students to graduate from our department, they have to take a total of **70 working days**, that is, **14 weeks of** workplace training course. Starting from the 4th grade, students who have an academic grade point average above **1.8** and who **do not have to attend** the **courses** can do the workplace training for one semester. In order to apply for workplace training, the student must have completed at least **30 working days of internship**.

In the workplaces where workplace training will be carried out, there must be at least one engineer with the following title

It is mandatory.

- Electronics and Communication Engineer, Electrical and Electronics Engineer, Electronics Engineer, Electrical Engineer, Telecommunications Engineer, Communication Engineer, Control Engineer, Biomedical Engineer, Computer Engineer, Software Engineer

### 1) Application for Workplace Training

The student first fills out the [student information form](#) and uploads his/her [transcript](#) from the e-government together with this form. Students whose information form is not approved are returned via e-mail. Students whose information form is approved apply to the workplace with [the workplace training application form](#), [workplace training commission letter](#) and [workplace training application petition](#).

**Note:** If requested by the workplace, the [document stating that workplace training is mandatory](#) must be given to the workplace.

- [Workplace Training Application Form](#) (3 copies with photographs, wet signed/sealed by the workplace)
- [Workplace Application Petition](#)

Students whose application to the workplace is accepted can submit the following documents to the workplace training commission online applies.

**Note:** Students who want to stay in KYK dormitories during workplace training can submit [the document stating that workplace training is compulsory](#) to KYK dormitories. Students who still have problems should contact the department secretariat.

- [Family Health Benefit Inquiry Document](#)
- [Health Provision Certificate](#) (It is obtained from the Social Security Institution together with the [student certificate](#) or can be obtained [from the e-government](#) with the current date).
- **Photocopy of Identity Card**
- [Occupational Health and Safety Basic Training Certificate](#) (This certificate program is a compulsory training that our students who apply for workplace training must take. Student login information submitted by the department secretariats is introduced to the system by KTU UZEM. After entering the system, students follow the courses online and students who are successful at the end of the online exam are entitled to receive a certificate. Be sure to read the Course System User Guide [on the relevant page!](#)) (It must be obtained from KTU UZEM before the application.)

[Certificate program registration form.](#)

In order to start the insurance procedures, the workplace training documents must be uploaded to the department workplace training commission by **web interface 1 month (30 days)** before the start date of the workplace training.

## Important Notes

**\*\*Some** workplaces require an **SSI Work Declaration (Insurance Entry Document)** stating that the students' workplace training procedures have been carried out by the school. This document can be ready 1 week before the start date of the student's workplace training. The [document stating that the workplace training is compulsory](#) can be used instead of this document, but in case **the SSI Work Declaration** is still requested;

Students who are in Trabzon 1 week before the workplace training date can get this document from KTU Health and Culture Department. Students who are not in Trabzon 1 week before the workplace training date can send this document to the company via fax. In this case, the student or the company / institution / organization can contact the phone number **0462 377 3800** (Department of Health, Culture and Sports) to send the relevant document to the company via fax.

**\*\*In** overseas workplace training applications made by **students** with their own means, the Workplace Training Application Form is prepared in English by the student. In this case, since the University does not insure the student, students can be insured by the workplaces where they do their workplace training.

**\*\*For** applications for workplace training abroad through Erasmus, you should contact the **External Relations Office** or the **Department Erasmus Coordinator**.

## 2) Actions to be taken during and upon delivery of Workplace Training

- During the workplace training, an [attendance sheet](#) is filled in by the authorized engineer of the company.
- The [workplace training report](#) prepared according to the template is filled out weekly and sent to the authorized engineer of the workplace.  
approved.
- At the end of the workplace training, the "**Employer Grading**" form is filled in online by the authorized engineer of the workplace.
- **The workplace training officer questionnaire** will be filled in online by the workplace training officer.
- In the first week of the finals, the "**Student Questionnaire**" is completed online by the student, and the **Employer Questionnaire** and **Employer Grading** are completed online by the employer via **bys**.  
[Attendance chart](#) and [workplace training report](#)" are submitted to the department workplace training commission online via **bys system as a single file in .zip file format**. Workplace training interviews are held in the 2nd week of the finals.

**Note:** Students who receive a rest report during workplace training must make the notification that they are not working in the workplace electronically and within the prescribed period. In order to prevent our institution from facing administrative fines; students should be informed by their units about the delivery of the health reports issued by the health units to the Department of Health, Culture and Sports within the working day following the day the report is issued at the latest, and those who do workplace training outside the province should send them to fax number 0462 325 84 30 or 0462 325 31 61. In the event that the health report is not notified to our Presidency or not notified in time, the penalties encountered will be recourse to those who are responsible for the transaction and who have a defect in the transaction **and thus will be the addressee of the criminal liability**.

- The workplace training file must be written on a computer and submitted online.
- The student who has completed the workplace training appropriately must submit **the completed Workplace Training File (signature, stamp, etc.) to the Department Workplace Training Commission** on the specified dates.