

Frequently Asked Questions

1. What should I pay attention to when determining my internship dates?

Attention should be paid to official holidays when determining internship dates. Official holidays are not counted as internship days. Internship dates should be determined after the exams (final, make-up, etc.) are completely over and before the classes start.

2. Can I fill the internship file in handwriting?

The internship file will be filled in the computer environment. Handwritten files are not accepted. Information about font and style is available on the department website.

3. Can I put a photo in my internship file?

Yes, it can.

4. Should I enter the chamber registration number or diploma number of the engineer who approved my internship file?

Every information requested about the authorized person must be filled in the system.

5. I received salary from the company but the company said they cannot give me a payroll, what should I do?

If the company insists that they cannot provide a payslip, bank receipts showing that you receive a salary will be sufficient. If you do not receive a salary, you do not need to bring a receipt.

6. For the workplace internship contract, the company initially told me that I would/would not be paid. However, they changed it later. Should I fill out the contract (again) and send it?

The contract is filled **only** when the **salary** will be paid (**it is not valid for situations such as food, service, etc.**). If your company will not pay salary, there is no need for a contract. If your company will pay a salary, you must fill out the contract completely and upload it to the system.

7. Do I need to report that I received a report during my internship?

If the reports received during the internship are more than 1 day, the department should be notified with a petition. In addition, the day of the report must be indicated in the internship book.

- 8. I need the insurance start date, where can I find out?** Insurance procedures are carried out by Karadeniz Technical University Health, Culture and Culture Department. You can reach them by calling 0462 377 38 00.
- 9. Internship in my file page number There is but alt in the middle It's not. What should I do?**
Your file should be organized with the page number at the bottom center.
- 10. Should the internship evaluation section on the last page of the internship file be evaluated on a separate A4 sheet?**
No. It should be a continuation of the internship file. No need for a separate paper does not exist.
- 11. How can I change my internship supervisor?**
A request for internship authorized change must be created through the system.
- 12. Can I cancel my internship?**
Internship can be canceled by creating an internship cancellation request through the system.
- 13. Can I finish my internship early?**
Internship end date can be changed by creating a request through the system.
- 14. What should I do to end my internship?**
First of all, the student must finalize the internship through the system and upload all required documents (internship book, etc.). In the last stage, the internship officer must enter the system via the incoming e-mail and give the necessary approvals and end the internship. These stages must be completed before the date specified by the internship commission.
- 15. The internship officer did not receive an e-mail from the system, what can I do?**
In this case, the internship committee should be contacted.
- 16. Will the internship registration slip be given by hand?**
No, it will not be handed in. The internship officer will fill it in online at the end of the internship.