

1) Documents Required for Internship Application

- **Internship Application Form** (Photo affixed, wet signed (e-signed)/sealed by the workplace)
- **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 internship must take every year. To register for this training, click on the Certificate program registration form below. 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 Manual on the relevant page! (It must be obtained from KTU UZEM before the application.)*)

NOTE: The validity period of the occupational health and safety basic training certificate is 1 year. If you do not have an occupational health and safety basic training certificate valid until the end date of the internship, this certificate must be obtained again.

Certificate program registration form

- **Workplace Internship Agreement** (In order for the student to be paid during the internship and for the workplace to benefit from the state support in return for the wage paid to the student, this form must be prepared and uploaded to the system signed / stamped by the student and the workplace. **(Only students who will receive a salary should fill it in, it is not necessary to fill it in for food and shuttle service).**)
- **Certificate of Internship Obligation** (Required by some workplaces)
- **Document stating that the internship is compulsory** (Document to be filled in for students who will stay at KYK)
- **In order to start the insurance procedures, the internship documents must be uploaded to the department internship management system 1 month (30 days) before the internship start date.**
- Students who have signed a workplace internship contract must upload the 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 to the IMS system together with the internship files at the end of the internship and end the internship.

Important Notes

****All documents will be uploaded online to the internship system.**

Attention should be paid to official holidays and weekends on the start and end dates of **the internship. Since internship days will be calculated as working days, official-religious holidays should not be included in internship days. In private workplaces / institutions / organizations working on Saturday, Saturday can also be shown as an internship day. In public institutions and organizations, Monday to Friday will be used as internship days. According to this information, the internship start and end dates will be calculated and the internship application form will be filled out and used in the internship application with wet signature (e-signature) / stamped by the unit / institution / organization to be interned.

****Some** workplaces require a document stating that the student has an internship obligation. Students who need this document must fill out the **Internship Obligation Document** and have it signed by the internship commission.

****Some** workplaces require a **Social Security Institution Work Declaration (Insurance Entry Document)** that the internship procedures of the students have been carried out by the school. This document is ready 1 week before the student's internship start date.

may be possible. **The Certificate of Internship Obligation** can be used instead of this document, but only if the **SSI Declaration of Work** is requested;

Students who are in Trabzon 1 week before the internship date can get this document from KTU Health and Culture Department. Students who are not in Trabzon 1 week before the internship 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 order for the companies to be reimbursed for the wages of the students who receive wages during the internship, the Workplace Internship Agreement form must be filled out and uploaded to the system. (Only students who will receive a salary should fill it out. It does not need to be filled in for food and shuttle services).**

****Students who will do internship in state institutions and receive salary do not need to fill out the workplace internship agreement.**

**** Students who have signed a workplace internship contract must upload the receipts (or photocopies) of the payments they have received and, if any, the payrolls and the unemployment fund contribution information form filled out by the company to the IMS system together with the internship files at the end of the internship and end the internship. This responsibility belongs to the student and the workplace.**

****In internship applications made by students with their own means, the Internship Application Form is prepared in English by the intern student. In this case, since the University does not insure the student, students can be insured by the workplaces where they do their internship.**

****For internship applications through Erasmus, you need to contact the External Relations Office or the Department Erasmus Coordinator.**

2) Documents Required for Preparation and Submission of Internship File

- The Internship File will be prepared using the [Sample Internship File](#) template.
- The internship file must be filled in completely.
- **Student signature** sections must be filled in the weekly schedules.
- Internship Questionnaires (2 different questionnaires: 1 questionnaire to be completed *online by* the student and 1 questionnaire to be completed *online* by the engineer in charge at the workplace. The questionnaires should be completed before leaving the workplace at the end of the internship (ideally the last days of the internship). The student is responsible for completing the questionnaires.
- The internship file must be written on a computer. The visuals in the internship file can be in black and white or color, provided that they are understandable.
- Students who have completed their internship appropriately must complete the internship termination and authorized approvals through the system on the dates specified **by the Department Internship Commission**.
- Students who have signed a workplace internship contract must upload the 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 to the IMS system together with the internship files at the end of the internship and end the internship.
- Workplace internship agreement and unemployment fund contribution information forms should also be sent via e-mail to the academician to be specified later.