ITU COMPUTER ENGINEERING
INTERNSHIP PROCESSES
FREQUENTLY ASKED QUESTIONS

1. Mandatory Internship Certificate

In Annex-1 Form (Internship Application Form), it is stated that the internship is 'Mandatory', and in the Internship Agreement, it is mentioned that mandatory internship insurance will be provided by our university. If the company requires an additional document stating that the internship is mandatory, you can request the relevant document from the Student Affairs Center (automation).

2. Doing Two Internships in the Same Company

Two mandatory internships can be done in the same company under certain conditions. The departments worked in, the project undertaken, the team worked with, and the supervisors responsible for the student should be different in the two internships. It should create a difference as if working in a different company. Companies with the infrastructure to provide this are usually large corporate companies. If these conditions can be met, two internships can be done in the same company. For evaluation, you need to contact the internship committee.

3. Signing Internship Documents

If you leave the internship documents at the department secretary's office, the internship committee and the dean's office will sign them. Once all signatures are completed, you will be contacted, and you can collect the signed documents from the secretary's office.

4. Internship During the Semester

For internships to be conducted in the fall and spring semesters, the student must have three free days when they are not attending any classes, and the number of courses taken during that semester should not exceed three (the graduation project is not counted among these three courses). Students who meet these conditions can do internships during the semester.

5. Back-to-Back Internships

With the condition of opening the internship registrations in the Portal in advance, there should be at least a 3-day gap between the end of one internship and the start of another.

6. Internship for Students with a Double Major

Students with a second major in Computer Engineering within the framework of the Double Major Program can apply to the faculty with a petition to have their internship counted in their second major. In addition to the petition, they submit their transcript and a document confirming the acceptance of the internship in their first major. The committee evaluates the application and, if deemed suitable, adds the student to the BLG500 class. The student submits the internship report to the committee. If the content of the internship is relevant to computer engineering, the committee approves it.

7. Online Internship Procedures

Online internships follow the same procedures as face-to-face internships.

8. Internship Days Overlapping with Classes and Exams

Internships cannot be conducted on days when there are classes or exams. Therefore, it is essential to check whether there is any overlap with the dates specified in the academic calendar.

9. Laboratory Internships

Laboratory internships conducted within ITU or another institution can be accepted as mandatory internships if the necessary procedures are followed.

10. Doing an Internship in a Company While Being Employed There

An individual cannot do an internship while actively employed and insured in a company. This difference arises from the separate provisions of the law applicable to workers and interns. If a student wishes to do an internship in the company they work for, they can consider two options:

11. The student is considered on unpaid leave during the internship. The company does not pay their insurance, and the university provides intern insurance.

The student terminates their employment during the internship and works as an insured individual under the university. After completing the internship, they can be reemployed and continue to work as an insured employee.

12. International and Erasmus Internships:

Due to the new internship regulations (since April 2022), the insurance of internships conducted abroad through Erasmus or voluntarily will not be provided by our university. Therefore, these

internships will not be registered in the portal system. This means that there is no need for the student to register in the Portal or obtain approval from the committee. If these internships are to be counted as mandatory internships, the student needs to apply to the faculty internship committee with the internship acceptance letter, employment contract, insurance document, passport copy, and internship report, including the internship dates. The internship committee will evaluate and approve the internship if deemed appropriate.

13. Scope of Internship Duties

    a. Department Internship Committee:

- The number of days for mandatory/voluntary internships
- Whether the completed internship will be counted as a mandatory internship
- The necessity of filling out the internship logbook
- The suitability of the company, department, employee count, and approving authority for the internship report
- Whether it is suitable to have multiple group internships in the same company
- The deadline for submitting the completed internship report
- Completed internships and reports should not be visible in the system
- Issues related to the Ninova system, registration, and document uploads
- Situations regarding internship exemptions
- Evaluation of previous internships for horizontal/vertical transfer and Double Major students.

    b. Student Affairs Center:

- Requests from the company regarding the mandatory nature of the internship
- Requests from the company for student certificates and transcripts
- Requests for an approved document containing completed and accepted internship information entered into the system
- Payment of tuition fees for students who have completed all credit requirements and only have an internship left to graduate
- Eligibility to attend the graduation ceremony for students who are eligible for graduation but have not completed their internships
- Temporary graduation certificate requests

    c. IT Department:

- Issues related to software-related problems during system usage, such as not being able to create records or upload documents.