

## INDUSTRIAL TRAINING PROCESS / TIMELINE

Internship Coordinator / Committee (IC)

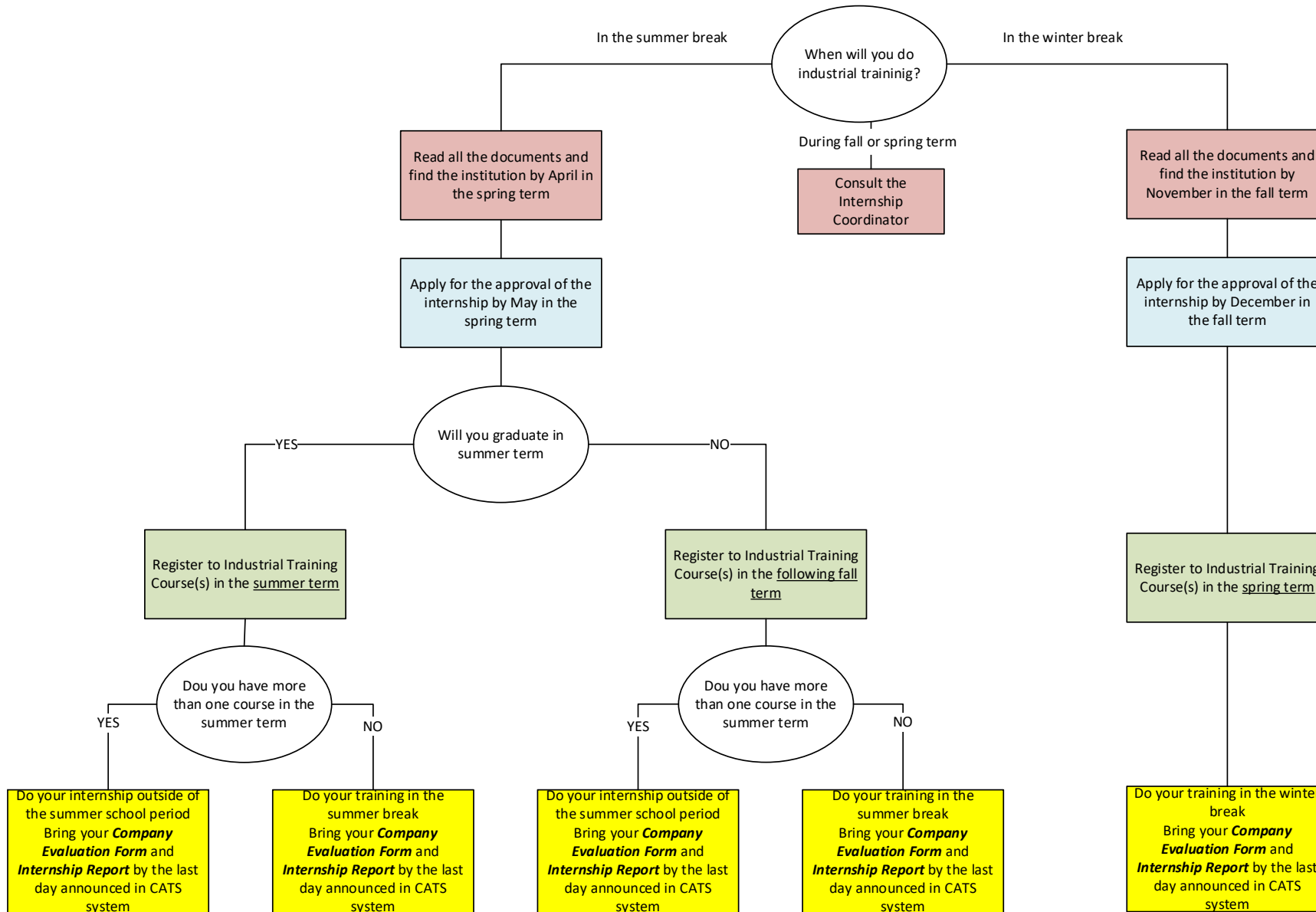
Academic Advisor (AA)

Student

Authorized person in Institution

Responsible Person / Unit	Work to do	Deadline for the activity	Destination Unit / Person	Short Explanation
Internship Coordinator	Update and Announce the Internship student handbook and process deadlines	December		Head of the Department assigns one Internship Coordinator and two Internship Committee members from the Academic staffs. Internship Coordinator calls a meeting of Internship Committee. All documents and deadlines are revised and updated.
Student	Read necessary documents in CATS platform	At least 4 weeks before the internship		Students should read carefully all documents about Industry Training (Internship) in CATS platform.
Student	<ol style="list-style-type: none"> <li>Find eligible institution for the internship</li> <li>Apply to the institution for the internship</li> <li>Get the acceptance from the institution</li> </ol>	At least 4 weeks before the internship	Institution	<p>Institutions should be chosen according to the rules written in <b><i>Student Handbook</i></b>.</p> <p>If institution claims the certificate of mandatory internship, students should fill <b><i>Mandatory Internship Letter</i></b> and submit the signed form to the institution.</p> <p>Students should collect signed <b><i>Company Acceptance Letter</i></b> from the institution for the application process.</p>
Student	Apply to the University for the internship	At least 2 weeks before the internship	Academic Advisor	Student logs into <b><i>IKU Internship Management System</i></b> ( <a href="https://legacy.iku.edu.tr/staj/pages/login.php">https://legacy.iku.edu.tr/staj/pages/login.php</a> ) and fills the required fields, uploads the signed <b><i>Company Acceptance Letter</i></b> and submits it to the academic advisor.
Academic Advisor	Approve or disapprove submitted internship	At least 2 weeks before the internship	Student IKU Personnel Department	In case of a disapproval, Academic Advisor should inform the student about the reason(s) of the reject. Students should act accordingly, correct the problems and apply again.
Student	<ol style="list-style-type: none"> <li>Complete the internship</li> <li>Do the final works</li> <li>Register EE5021 Industry Training I and/or EE7021 Industry Training II</li> </ol>		Academic Advisor	<p>Student should do the internship according to the rules written in <b><i>Student Handbook</i></b></p> <p><b><i>Company Evaluation Form</i></b> and <b><i>Internship Report</i></b> should be prepared and submitted to the Internship Committee by the last day announced in CATS system</p>
Internship Committee	<ol style="list-style-type: none"> <li>Evaluates the submitted internship</li> <li>Enters the grades to ÖBYS</li> </ol>	In one week of the receive		Internship Committee evaluates the reports according to <b><i>Internship Evaluation Form</i></b> and grade as "Y" Pass or "Z" Fails.

# PROCESS CHART



old versions: INTERNSHIP\_PROCESS (ver1 20/02/2020), (ver2 03/02/2022)

INTERNSHIP\_PROCESS\_20\_03\_2023