

1. BEFORE THE INTERNSHIP

1.1. Setting up the Internship Place

1. The students of the department have to do an internship for **60 working days** during their undergraduate education.
2. Internship times are determined as the 2nd Year Summer Period (when transitioning from the 2nd grade to the 3rd grade) and the 3rd Year Summer Period (when transitioning from the 3rd grade to the 4th grade). These internships will be called 2nd year and 3rd year internships, respectively. These internship periods may differ according to the status of the student (like 4th grade writing). However, internship cannot be done in the first year.
3. It is envisaged that the 2nd year and 3rd year internships will be held in two different institutions for 30 working days (6 weeks). It is also possible to do internships in three different institutions by dividing these periods into 20 working days. However, internships shorter than 20 working days will not be beneficial for the student and are not accepted by the department.
4. The internship period cannot be divided into different periods.
5. Public holidays cannot be included in the internship period, the start and end dates of the internship should be adjusted by taking the holidays into account.
6. If the student does not attend more than 20% of the internship period, the internship is considered unsuccessful.
7. More than one internship cannot be done in the same organization.
8. There must be at least one computer engineer or one electric/electronic engineer in the institution where the internship will take place. Internship results documents will be filled by the most senior engineer working with the intern among these people.
9. The student who will do the internship must comply with all the legal and administrative rules of the relevant institution.
10. At the end of the internship, an **Internship Result Document** is foreseen in order to monitor the general behavior and working status of the student.
11. After completing the internship, the **Internship Result Document** is filled and signed by the authorized person of the relevant institution (internship officer) and sent to Hacettepe University Computer Engineering Department Internship Board (by the student or by mail) in a sealed and sealed envelope.
12. The student is obliged to prepare an **Internship Report**, which includes the work he has done within the scope of the internship. The work carried out during the internship is noted on a daily basis and this data is used while preparing the Internship Report. The Internship Report

is written in accordance with the content and format determined by the internship commission.

13. After the Internship Report is reviewed by the authorized person in the institution, the **Internship Report Evaluation Document** is filled, signed and stamped. The Internship Report of the student who does not submit this document is considered not delivered.
14. Internship reports are personal. The same report cannot be prepared on behalf of more than one student.
15. Internship reports should be written in English.
16. Internship Result Document, Internship Report and Internship Report Evaluation Document are delivered to the person concerned at the latest, 1 month after the start of the following course period. Documents submitted late will not be accepted and the student's internship will be deemed invalid.
17. Delivered documents are evaluated within 3 days following the delivery date.
18. If the documents are submitted in the specified format, completely and on time, the student is evaluated as successful by the Internship Board. If any of these conditions are not met, the student is considered unsuccessful and the internship task is deemed not to have been fulfilled.
19. For 3rd year internships, the Multidisciplinary Internship Commitment Document must be signed and submitted to the department together with the Internship Acceptance Document before starting the internship. In the event that multi-disciplinary work cannot be carried out, in addition to this form for the acceptance of the internship, the justified petition prepared by the student must be approved by the student advisor and internship coordinator and submitted to the department.
20. Documents and reports of students regarding their internship are accepted only in the period when they are registered for the relevant internship course. The student is obliged to keep the internship documents until he/she registers for the relevant course.
21. Students must register for BBM 325 or BBM 425 courses in the first fall or spring semester following their internship and submit their internship reports and documents within the scope of these courses. Otherwise, the internship done by the student will be deemed invalid.
22. There must be at least one semester (fall or spring) between internships within the scope of BBM 325 and BBM 425 courses. Otherwise, the student will fail the BBM 425 course.

1.2. Preparation of Documents Before Internship

Internship students are insured by the university during their internship. In order to carry out this process, the relevant documents must be prepared by the students and institutions. First of all, the

internship application principles in the Internship File section at <http://www.muhsak.hacettepe.edu.tr> should be read.

Application and acceptance form for the workplace: This document will be received and given to the department after it is filled in by the student and approved by the institution where the internship will be held.

Declaration and Commitment: Before the university makes a registration notification to the Social Security Institution for the student who will do the internship, it is first necessary to determine whether the student is a dependent from his family. For this, the student must submit a Declaration and Commitment Certificate.

- If the student is a person who is responsible for being looked after by his/her family (he has obtained a health certificate from a family member or his/her health expenses are covered by this person's insurance), he/she must fill in the Declaration and Commitment (Health Service Recipient) document and submit it to the department.
- If the student is not in the position of a person to be looked after by his family, he must fill in the Declaration and Commitment (Not Receiving Health Care) document, sign and submit it to the department.

The required documents must be submitted to the department at least 20 days before the internship start date.

2. AFTER INTERNSHIP

2.1. Preparation and Delivery of Internship Report

Detailed information about the preparation of the internship report can be found in the document named "StajRaporuDuzeni.pdf". Internship reports are submitted electronically. Submissions will be received via the delivery system to be opened by the officer dealing with the internship or via e-mail. The delivery date will be announced in the department newsgroup (Piazza).

2.2. Preparation and Delivery of Internship End Documents

2.2.1. Internship Result Document

After the student completes his/her internship, the Internship Result Document is filled and signed by the internship officer at the institution and sent to the department in a sealed/sealed envelope (with the student or by post). This envelope should never be opened by the student. The internship supervisor must be warned so that the information in the document is not missing.

2.2.2. Internship Report Evaluation Document

The internship supervisor at the institution will fill out, sign and stamp the Internship Report Evaluation Document after examining the student's internship report. The internship report of the student who does not submit this document will be deemed not submitted. The internship supervisor must be warned so that the information in the document is not missing.