

PRE-INTERNSHIP PROCESS AT THE UNIVERSITY

- **I hear about two types of internships at OzU. What is the difference between mandatory (credit) and optional (non-credit) internship?**

Optional Internship (Non-Credit Internship): These are NON-CREDIT internships overseen by the Professional Development Unit. You may consult the Professional Development Unit for this type of internships.

Mandatory Internship (Credit Internship): These are the CREDIT internships listed among your academic program's graduation requirements. Mandatory internships are overseen by the Faculty of Engineering.

To complete your mandatory internship, you must follow the procedure at <https://www.ozyegin.edu.tr/en/faculty-engineering/students> Please note that in order to be eligible to complete your mandatory internships, you must have completed the pre-requisite courses SEC 201 and SEC 202. Students who complete their internships before completing their pre-requisite courses are deemed to have failed their internships. The responsibility rests with the student.

- **Does OzU find mandatory internships for its engineering students?**

Students are responsible for finding their own internships. On the other hand, the Professional Development Unit shares open internship positions received from employers via webmail. However, any internships to be completed at these employers must first be approved by the Department Internship Coordinator in order to have them counted towards your mandatory internship requirements. Please note that for Industrial Engineering Department students, this approval must be obtained from the Academic Advisor.

- **I applied to the open internship position shared by the OzU Professional Development Unit and I got accepted. Do I still need to obtain the approval of the Department Internship Coordinator?**

Yes. The Professional Development Unit shares open internship positions for information purposes only. If you apply to one of these open internship postings and get hired, you must follow the procedure at <https://www.ozyegin.edu.tr/en/faculty-engineering/students> in order to have it counted to your mandatory internship requirements. Please note that for Industrial Engineering Department students, this approval must be obtained from the Academic Advisor.

- **Where and in which fields should I complete my mandatory internship so that it is accepted by the University?**

Acceptable internship sponsors, departments, and contents may vary from one academic department to the other. You may always consult your Department Internship Coordinator before going to an internship interview with an internship sponsor. Please note that for Industrial Engineering Department students, this approval must be obtained from the Academic Advisor.

- **How can I learn who my Department Internship Coordinator is?**

Mechanical Engineering Department Internship Coordinator: Assistant Prof. Özkan Bebek

Computer Science Department Internship Coordinator Assistant Prof. Kübra Kalkan Çakmakçı

Electrical-Electronics Engineering Department Internship Coordinator: Assistant Prof. Göktürk Poyrazoğlu

Civil Engineering Department Internship Coordinator Assistant Prof. Yiğit Can Altan

Industrial Engineering Department Internship Coordinator Assistant Prof. Dilek Günneç

- **How can I learn who my Academic Advisor is?**

You can check your academic advisor details via SIS. If you have not been assigned an academic advisor yet, you may contact one of our professors in your department.

- **Can I complete my internship while I attend the summer school?**

You must obtain the approval of your Department Internship Coordinator about this matter. Please note that for Industrial Engineering Department students, this approval must be obtained from the Academic Advisor.

- **Can I complete my internship during the semester break?**

You must obtain the approval of your Department Internship Coordinator about this matter. Please note that for Industrial Engineering Department students, this approval must be obtained from the Academic Advisor.

- **Can I complete my internship during the academic semester?**

You must obtain the approval of your Department Internship Coordinator about this matter. Please note that for Industrial Engineering Department students, this approval must be obtained from the Academic Advisor.

- **How many days of internships do I need to complete?**

You must complete 40 legal business days of mandatory internship after your sophomore year in order to be eligible for graduation. Whether or not the 40 legal business days must be consecutive may vary from one academic department to the other. You must obtain the approval of your Department Internship Coordinator about this matter. Please note that for Industrial Engineering Department students, this approval must be obtained from the Academic Advisor.

- **My Internship Sponsor does not have any engineers on its payroll but my internship will be in the field of engineering. Can I still have my internship counted towards the mandatory internship requirement?**

You must obtain the approval of your Department Internship Coordinator about this matter. Please note that for Industrial Engineering Department students, this approval must be obtained from the Academic Advisor.

- **My Internship Sponsor is based in another city/country. Do I still have to submit a physically-signed Mandatory Internship Information Form?**

The physical signature is not a must. An emailed soft copy (a scanned copy) of the signed Mandatory Internship Information Form is also acceptable. However, in such a case, all fields in the form must be completed electronically on a computer, and the form must be approved and signed by the Department Internship Coordinator. Please note that for Industrial Engineering Department students, the form must be approved and signed by the Academic Advisor.

PRE-INTERNSHIP PROCESS AT THE INTERNSHIP SPONSOR

- **Do I need to bring anything with me when going for my internship interview with my internship sponsor?**

Some employers may require a letter which certifies that your internship is mandatory and your social security coverage will be provided by our University. In such a case, you must send an email to your faculty secretary's office to request this document. In your email, please make sure to specify your Student Number, Full Name, Department, Year, Internship Course Code, and Internship Sponsor (Firm Name).

- **My internship sponsor asks for a letter which verifies that my internship is mandatory and my social security coverage will be provided by the University. How may I get this letter?**

In such a case, you must send an email to your faculty secretary's office to request this document. In your email, please make sure to specify your Student Number, Full Name, Department, Year, Internship Course Code, and Internship Sponsor (Firm Name).

- **My internship sponsor asks for the proof of my Social Security enrollment before the start of internship. When can I get this document from the University?**

Proof of your social security enrollment will be sent to you via email either on the day before or the morning of the start day of your internship. You will not have any issues regarding the start of your internship if you pass this information to your internship sponsor.

- **Do internship sponsors have to pay their interns?**

No, they do not. The decision whether or not to pay interns is at internship sponsors' own discretion.

- **Should internship sponsors allow interns to benefit from the organizations' social amenities?**

Pursuant to the Rules and Regulations of Higher Education Institutions, internship sponsors must do the best they can to meet their interns' accommodation and dining requirements, and allow them to benefit from the organization's social amenities but they are not liable to do so.

PRE-INTERNSHIP SOCIAL SECURITY PROCEEDINGS

- **Do I need to provide the University with the original copies of the required documents for social security enrollment before the start of internship?**

You can submit your internship application documents to your faculty secretary's office via email in PDF format.

- **My internship sponsor says my social security premiums must be paid by the University. Does our University pay for social security premiums?**

Our University covers the Occupational Accident and Disease premiums as per Law No:5510.

However, for our University to cover your insurance premiums, you must submit the required documents to your Department Secretary's Office via email at least a week before the start of the internship. Each document must be approved by the Internship Coordinator,

or in case of Industrial Engineering students, by the academic advisor. Please note that applications with incomplete documents are not considered for social security enrollment.

Please follow the procedure described at <https://www.ozyegin.edu.tr/en/faculty-engineering/students> to submit your documents.

- **Are the Occupational Accident and Disease premiums covered by the University counted towards retirement?**

No, they are not. The social security premiums paid by the University cover “Occupational Accidents and Diseases” only as per Law No:5510.

- **My internship sponsor will pay my Social Security premiums. Will the University still enroll me in Social Security?**

Yes. In mandatory internships, it is legally required to enroll the student in Social Security. Specifically, the University covers short-term insurance for internships (i.e. against workplace accidents and occupational diseases, or illnesses.) The intern will be enrolled in Social Security under a different status, even if s/he has Social Security coverage by his/her employer. In summary, in dual coverages provided by different employers, one plan does not affect the other.

- **I am already enrolled in the social security system, and I pay my social security premiums. Since the University will cover my social security premiums during my internship, do I still need to pay my premiums?**

Intern insurance and retirement insurance are two different plans. The University covers the “Occupational Accidents and Diseases” premiums only. As your internship days will not be counted towards your retirement, you may continue to pay your premiums towards your retirement.

- **I have the “Government Retirement Fund/Pension Fund for the Self Employed” coverage through my parents. Will I still be enrolled in social security?**

Intern Insurance and Universal Health Insurance are two different plans. While the University covers the “Occupational Accidents and Diseases” premiums, your enrollment in the **Government Retirement Fund or Pension Fund for the Self Employed** will not be suspended.

- **I am enrolled in the Government Retirement Fund/Pension Fund in my own name. Will I still be enrolled in social security?**

Intern Insurance and Universal Health Insurance + Retirement Insurance are different plans. While the University covers the “Occupational Accidents and Diseases” premiums, your enrollment in the Government Retirement Fund or Pension Fund for the Self Employed will not be suspended.

- **I completed my mandatory internships before. However, I’ve found an employer where I can do an optional (non-credit) internship, and they ask me to have my social security premiums paid. What can I do?**

The University covers social security premiums for “mandatory internships” only. If you have already completed your mandatory internship credits, it is not legally possible for the University to provide social security coverage for you any longer.

- **I will complete my internship abroad. Will I have social security coverage?**

Your Social Security premiums are paid under the coverage of short-term insurance. However, for our University to cover your insurance premiums, you must submit the required documents to your Department Secretary's Office via email at least a week before the start of the internship. Each document must be approved by the Internship Coordinator, or in case of Industrial Engineering students, by the academic advisor. Please note that applications with incomplete documents are not considered for social security enrollment.

Please follow the procedure described at <https://www.ozyegin.edu.tr/en/faculty-engineering/students> to submit your documents.

- **I have been enrolled in social security for my internship but I wish to cancel my internship. What should I do?**

You must submit your internship cancellation request to your Department Secretary's Office on the last day of your internship, with a written petition which clearly explains the reasons of your request. Please note that if you fail to do so, your internship will not be cancelled, and you will be considered to have failed your internship.

- **I have been enrolled in social security for my internship but I wish to change the dates of my internship. What should I do?**

You must submit your date change request to your Department Secretary's Office with a written petition. The petition must be signed and stamped by your internship sponsor / employer and must clearly explain the reasons of your request.

INTERNSHIP REPORT PROCESS AFTER INTERNSHIP

- **Where can I get the necessary information about how to write my internship report?**

The internship report template may vary from one academic department to the other. You may check the report templates at <https://www.ozyegin.edu.tr/en/faculty-engineering/students>.

- **Do I need to write the internship report in English?**

Yes.

- **Does each page of the internship report have to be stamped and signed?**

The Work Summary section must be approved, signed, and stamped by the engineer who is responsible for the assessment of your internship performance ("Internship Supervisor"). The other sections of the internship report do not need to be signed.

- **When do I have to submit my internship report?**

Students must submit their internship reports by the last day of the add-drop period on the academic calendar (the add-drop week in the subsequent semester that follows the internship period), exercising due attention to their department's rules for report submission. Meanwhile, the Intern Evaluation Form must also be sent to your department secretary via email by the company representative that conducted the evaluation. Failure to submit the internship reports before the aforementioned date will result in the internship being deemed unsuccessful.

- **I heard that we need to keep a daily internship log. Where can I get that log?**

The Faculty of Engineering does not require students to keep a daily internship log for their mandatory internships. Instead, you are required to write an internship report. However,

there is a daily log section in the internship report template. This section must be filled out with brief and concise sentences for each day of the internship to provide a summary of that particular day.

The internship report template may vary from one academic department to the other. You may check the report templates <https://www.ozyegin.edu.tr/en/faculty-engineering/students>.

- **Can I send my internship report by mail?**

No, you cannot. You can send your internship report signed and stamped by your employer to your department secretary's office via email in PDF format. Meanwhile, we strongly urge you to follow your department's email announcements to stay updated on the rules for report submission.