Araştırma Üniversitesi

KARADENİZ TEKNİK ÜNİVERSİTESİ
Elektronik ve Haberleşme Mühendisliği Bölümü

OFTF

STAJ KOMİSYONU

- **Internship Duration and Periods:**
  - The total internship duration is 60 working days.
  - In one internship period, at least 10 and at most 40 working days may be done in a row.
  - An internship of less than 10 working days cannot be done at a workplace. A student may work at most 6 days a week.
  - Internships may be done in the summer break and/or mid-year break if 10 working days fit.
  - **No internship during the course and exam periods of the academic calendar.**
  - The first internship cannot exceed 25 days.

- **Internship Place:**

Internships can be done in Türkiye or abroad at public or private institutions operating in a field related to the department. The institution must employ at least one engineer holding the title of Electronics and Communication Engineer, Electrical-Electronics Engineer, Electronics Engineer, Electrical Engineer, Telecommunication Engineer, Communication Engineer, Control Engineer, Biomedical Engineer, Computer Engineer, Software Engineer, Information Systems Engineer, Artificial Intelligence Engineer, or Artificial Intelligence and Data Engineer.

- **Applying for and Starting the Internship:**
  - To start their internship, students must have completed at least four semesters of study in the department.
  - At least 20 days before the start date, the student applies to the Department Internship Committee Chair via the internship system, with an approved, current-dated document on the institution's letterhead or stamped by it, confirming acceptance of the internship request and giving the company's details.
  - Students may start their internship only after receiving approval from the internship committee. Internships started without the approval of the Department Internship Committee are not valid.
  - The internship place cannot be changed without informing and obtaining approval from the committee chair; otherwise the internship is invalid.
  - Procedures such as changing the internship supervisor, changing the end date or cancelling the internship can be carried out by creating a request in the system.

- **Preparation and Submission of Internship Files:**
  - Internship files are submitted only through the internship system, at the time set each year by the Department Internship Committee. Internships whose files are not uploaded on time are not accepted. No hand-delivered documents are accepted.
  - Students who sign a workplace internship agreement must upload the receipts (or photocopies) of the payments received, payroll slips if any, and the unemployment fund contribution information form completed by the company to the BYS system together with their internship files at the end of the internship, and must then close the internship.

- **Additional information about the internship**
  - In cases such as cancellation of the internship, early termination of the internship or a change of internship supervisor, a request must be created in the system. This is the student's responsibility.