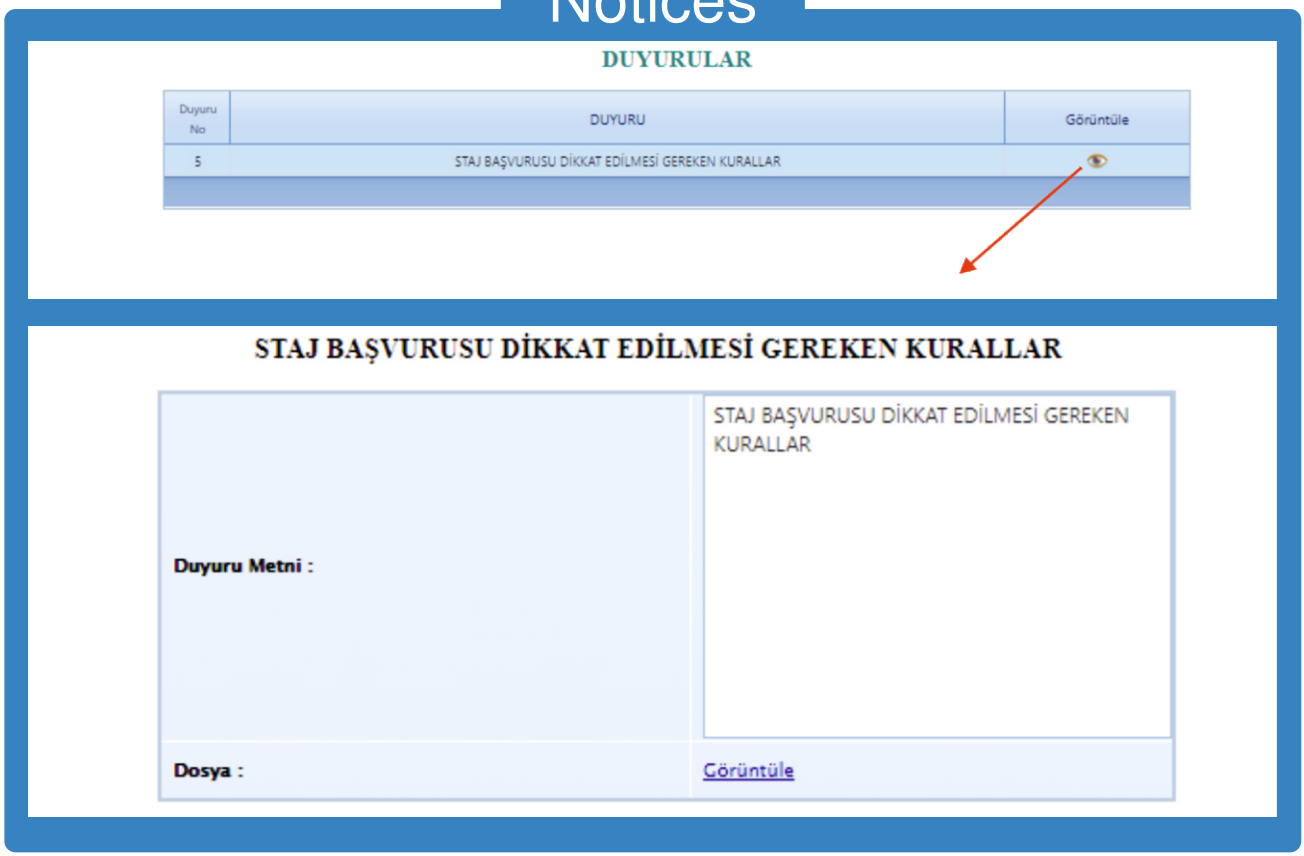
T.C.
KARADENIZ TECHNICAL UNIVERSITY
RECTORATE

INFORMATION MANAGEMENT SYSTEM (BYS)
INTERNSHIP MANAGEMENT SYSTEM
USER GUIDE
STUDENT

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Notices



Each student can follow their own department's notices from the Notices tab. The notice details can be viewed on the detail page by clicking the view icon in the table.

Regulations



Each student can access the regulations uploaded to the system by their department from the Related Regulations tab.

Regulations are downloaded to your computer when you click on them.

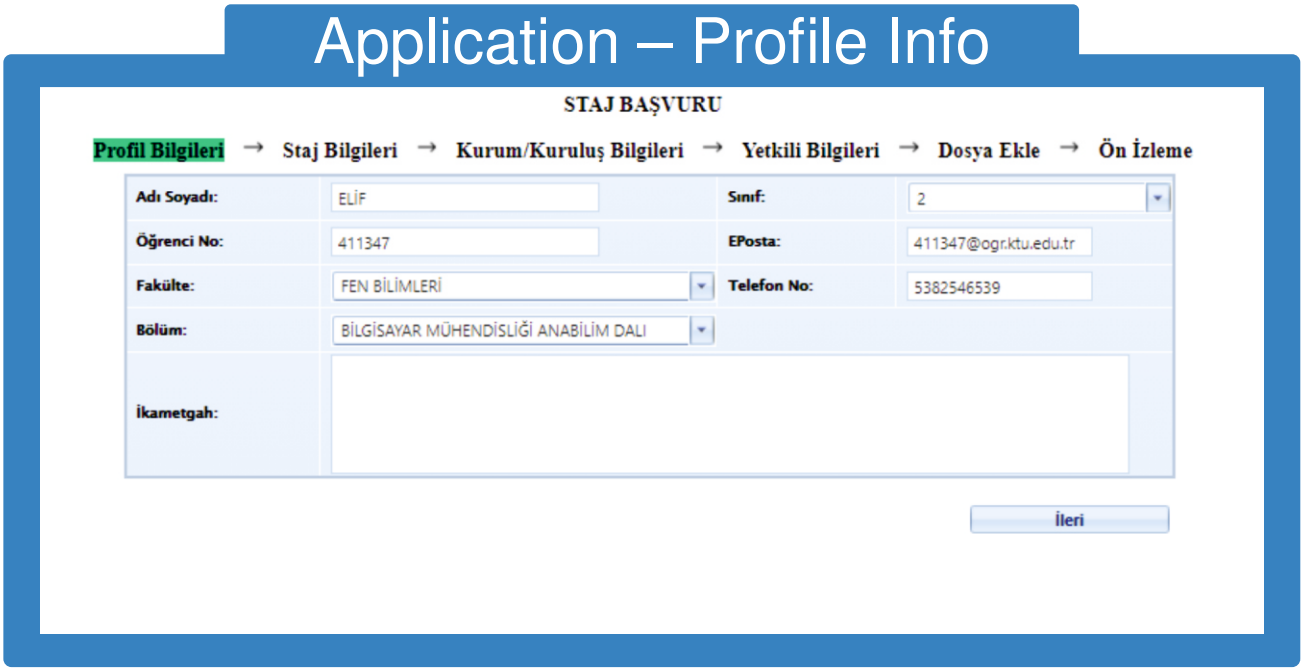
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Application – Information



Students applying for an internship are expected to read all internship directives to avoid problems during and after the application.

Application – Profile Info



Profile information is retrieved automatically from the database.

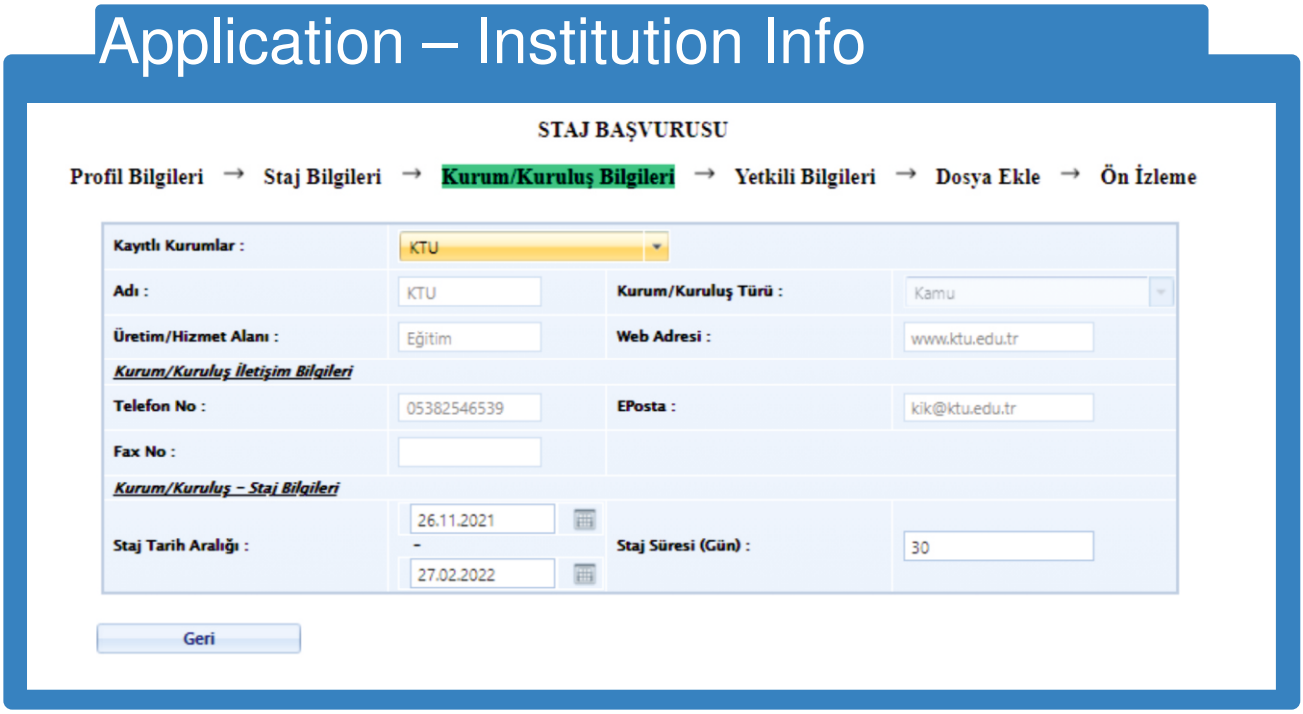
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Application – Internship Info



All information on the internship information screen must be entered completely.

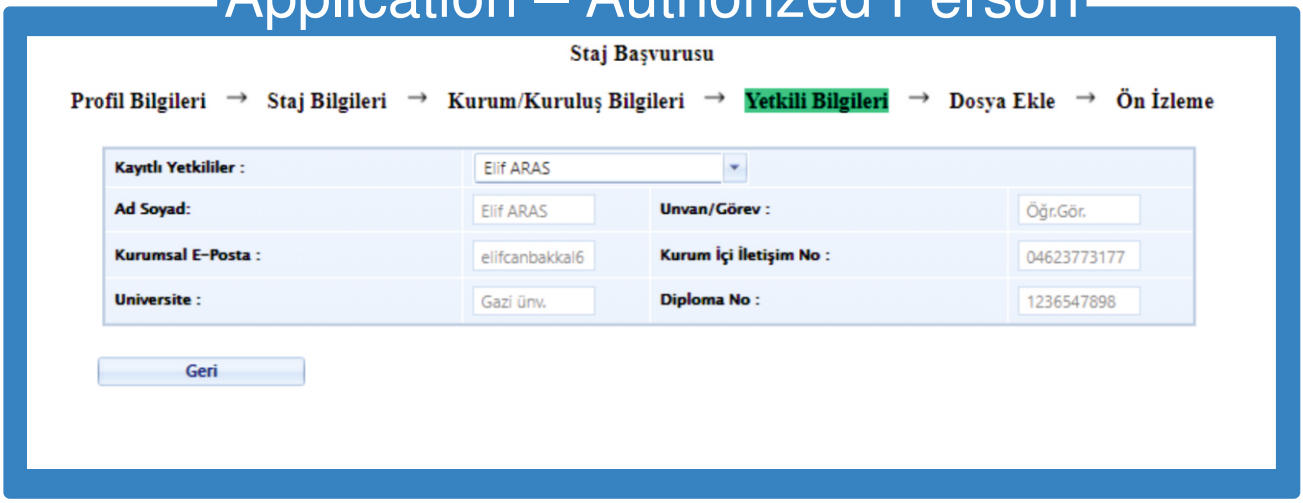
Application – Institution Info



Enter the Institution/Organization details for the internship completely.
On the same screen, the desired internship date range and number of internship days must be specified. If the desired institution is among the «Registered Institutions», you can select it from the list.

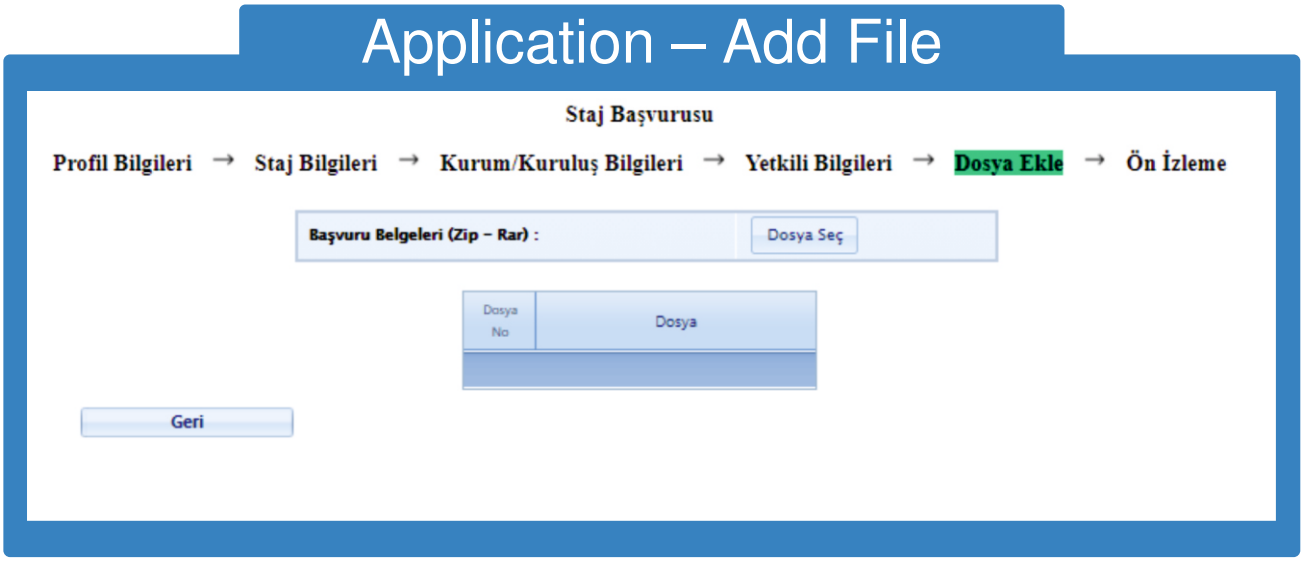
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Application – Authorized Person



All information on the authorized person screen must be entered completely. If the authorized person's name is in the «Registered Authorized Persons» field, it can be selected from the list.

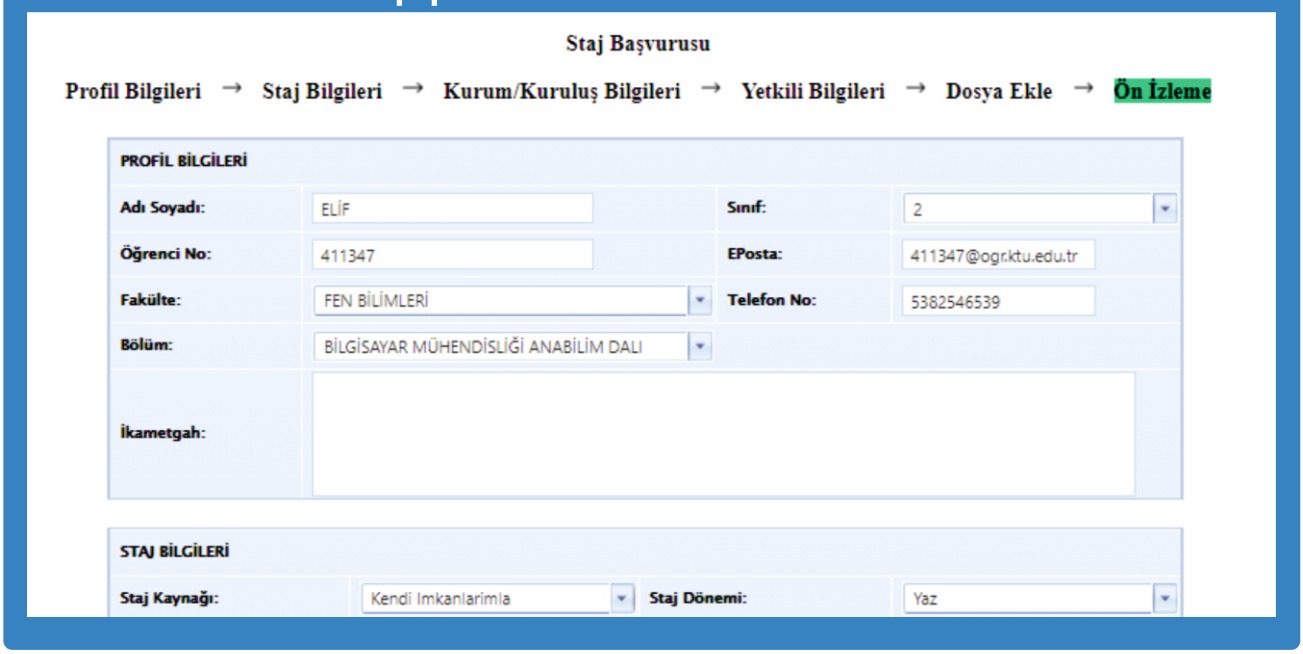
Application – Add File



On the screen shown, all documents required for the application can be attached as a zip or 7z file.

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Application – Preview



All information given in the internship application can be viewed on the Preview Screen.

After checking, you must save your internship application.

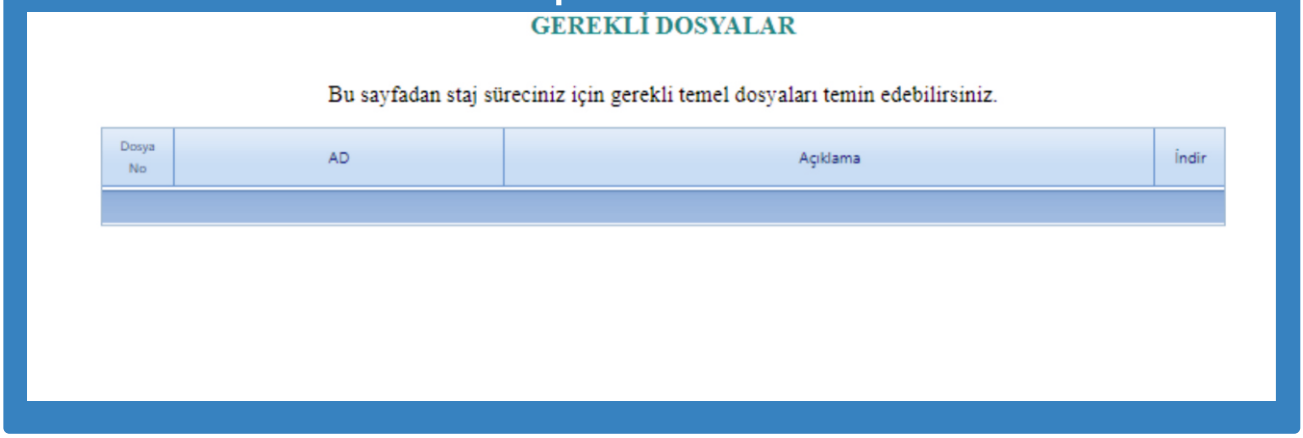
All Applications



Past and current internship applications can be followed on the «All Internship Applications» page.

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Required Files



All files needed for the internship application and later stages can be accessed from the «Required Files» page.

Viewing and Creating Requests



Requests to the Internship Committee are submitted on the «Requests» page. The request status and response can also be viewed on the same page.

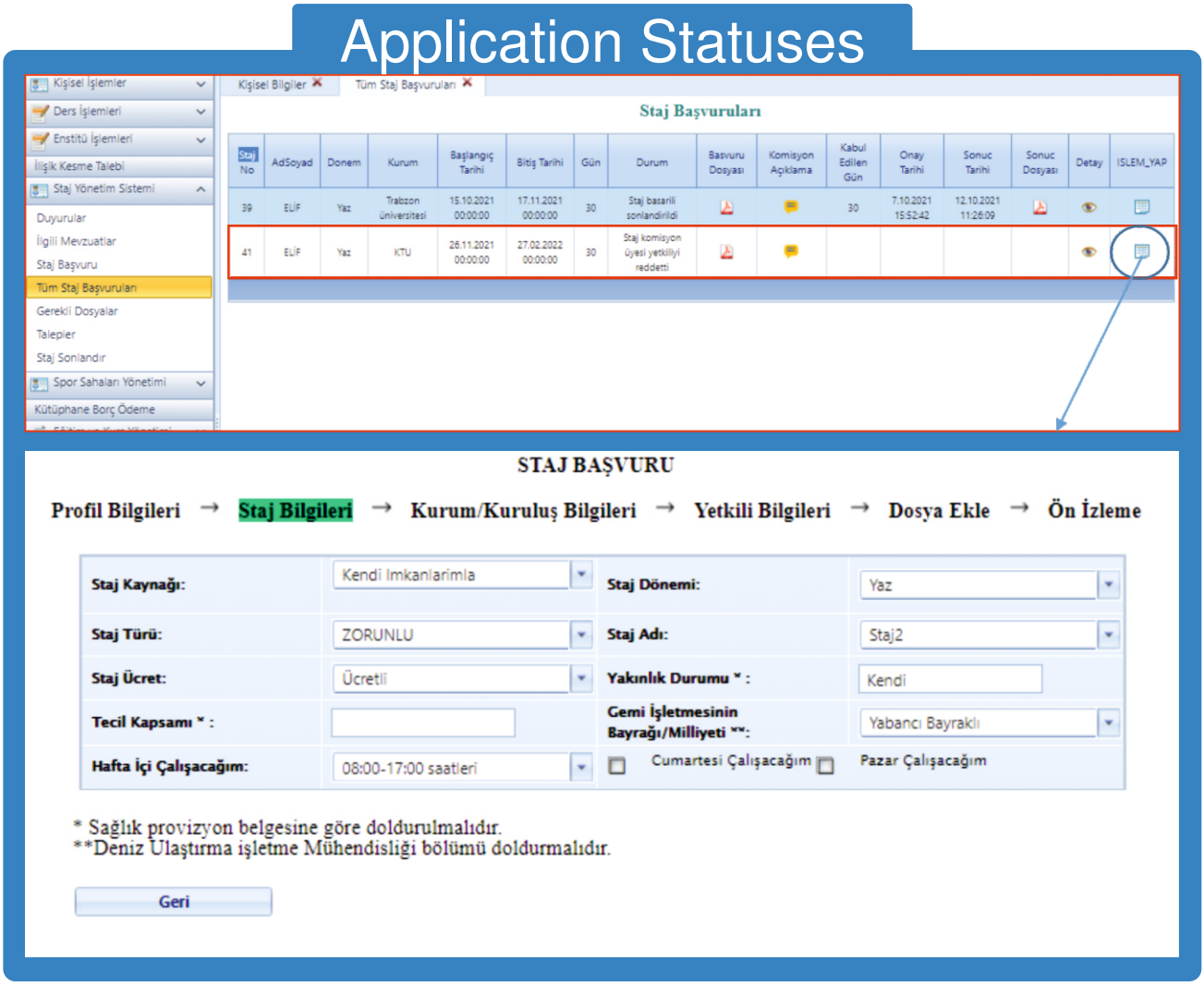
Ending Internship



Completed internships are closed on the «End Internship» screen by following the required steps.

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Application Statuses



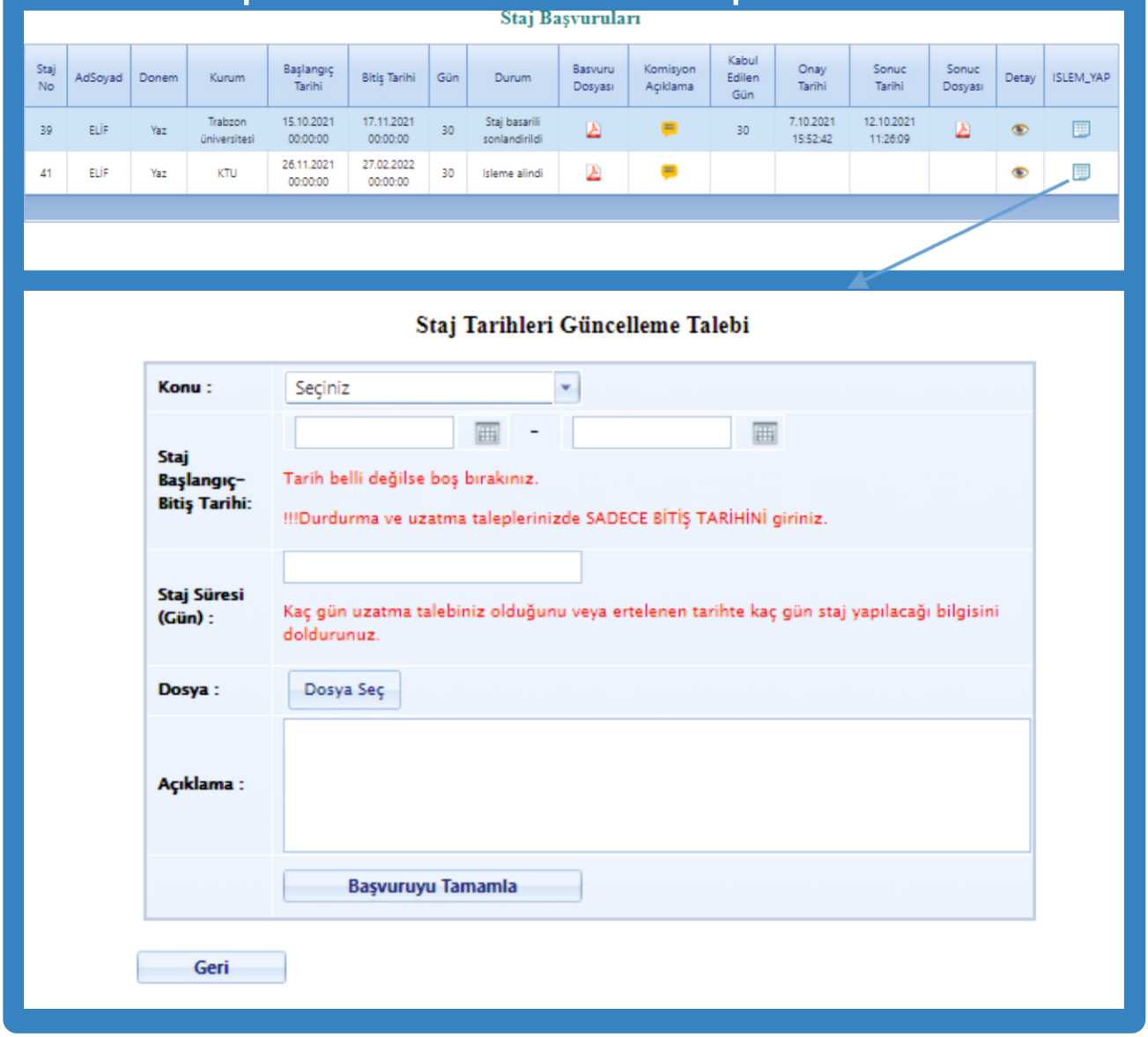
The internship application status can be followed on the «All Internship Applications» screen. If the institution, authorized person or other information in the application is not found suitable by an Internship Committee Member or the Chair, the application is rejected. This appears in the «Status» field of the relevant row.

Clicking the «Take Action» button of a rejected application directs you to the application screens. You can edit the necessary fields on these screens and update the application.

The updated application will be forwarded to the Internship Committee.

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Postpone - Extend - Suspend



For an approved internship to be held at a later date, a postponement can be requested; for an approved internship already begun, an extension or suspension can be requested.

Requests are submitted from the screen opened with the «Take Action» button of the relevant record on the All Internship Applications screen.

These requests are first submitted for the institution authority's approval. After the authority's approval, they are forwarded to the Internship Committee screen.

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