

BEFORE THE INTERNSHIP

Student is responsible from finding internship place. Internship places to be held in public can be found on the **Kariyer Kapısı Çevrimiçi Platform** (<https://kariyerkapisi.cbiko.gov.tr/>).

Has the **Form 1- Internship Eligibility Form** been filled and e-mail to Departmental Internship Committee for approval?

NO

YES

The internship place must be approved by the internship commission. Otherwise, it will be cancelled

The required documents can be downloaded from <https://bioeng.agu.edu.tr/staj> address or from the department's web page.

- Form 2- Internship Acceptance Form (2 pieces)**
- Form 3- Petition of Internship Application**
- Form 4-Internship Health Insurance Form**

Form 2-Workplace Internship Acceptance Form and **SSI Recruitment Declaration** are received from the Dean's Office Insurance Unit 2-3 days before the start date of internship, and delivered to the workplace on the day the internship starts.

After the approval of the internship commission, it should be delivered to the **Dean's Insurance Unit** for insurance transactions at least 10 days before the start date of the internship.

The **Form 2- Internship Acceptance Form** is signed by the workplace. **Form 4-Internship Health Insurance Form** is signed by the Head of Department or Deputy Head of Department. An application is done to the Internship Commission with the **Form 3- Petition of Internship Application** and **ID photocopy** and the documents above.

AFTER THE INTERNSHIP

The internship final report is written in accordance with **Form 6- Internship Final Report Template**, which you will download from the department's web page, with its front, back and interior parts approved by the internship authority. **Internship Final Report** and **Form 5- Internship Daily Activity Form** are submit to the Internship Commission.

Form 7- Internship Supervisor's Evaluation Form is filled and signed by the workplace authority, received in a sealed envelope or it is forwarded to the Internship Commission via mail by the internship place. Institution **Form 8- Institution Evaluation Survey by Intern** is filled by you submit to the Internship Commission.

EVALUATION OF
INTERNSHIP RESULTS

In case of any deficiency in evaluation, the student must complete the deficiencies and submit to the **Internship Commission**.

The success or failure of the student is determined by evaluating the internship.