

**ISTANBUL GEDIK UNIVERSITY FACULTY OF ENGINEERING  
INTERNSHIP APPLICATION DIRECTIVE**

**1- General Rules**

- 1.1-The aim of Istanbul Gedik University Faculty of Engineering Internship Directive; It is to organize internship studies in accordance with the 25th article of the **ISTANBUL GEDIK UNIVERSITY ASSOCIATE, UNDERGRADUATE DEGREE EDUCATION AND EXAM DIRECTIVE**.
- 1.2-Internship is a compulsory practice made in order to combine the theoretical knowledge given to the students of the Faculty of Engineering during their education and practical knowledge applied in the industry and to gain experience in professional fields.
- 1.3-Internship is done in accordance with the engineering formation and in the fields determined by the student with the academic advisor. **Detailed explanations on internship duration and internship subjects, which may differ between departments, are presented in detail in the appendices of this document.**
- 1.4-Students who have not successfully fulfilled their internship requirements in accordance with this directive cannot graduate.
- 1.5-The Department Internship Committees and The Department Head ensure the coordination and finalization of the internship activities and that they are carried out in accordance with this directive.
- 1.6- Students of faculty of engineering must comply with the principles of internship regulations.

**2. Internship Duration**

- 2.1. **The number of working days of the internships that Engineering Faculty students have to do in order to obtain a bachelor's degree is also stated by the departments' internship directives in the annex.**
- 2.2. The main field of the work of the company where the internship will be made should be in relevant professional subjects. Otherwise, an internship in that company may not be approved by the department chair.
- 2.3. Internships are done **outside** of the student's course - exam periods that is registered in the Fall and Spring semesters. **No internship is allowed during the semester break. Exceptional cases are evaluated separately by the departments of the students.**
- 2.4. Internship conditions of students enrolled in summer school are limited in such a way that they do not affect the learning process and flow integrity of the internship. This situation will be evaluated on the basis of departments and is detailed in the instructions given in the annex.
- 2.5. During the spring semester final exam period, students who have completed their final exams and have passed all of their exams can start their internship during make up exams period. In case there are courses left for make-up, internships can be started after the makeup exams are completed.
- 2.6. Saturdays can be counted as working days, if a document provided by the student indicates **Saturday is a working day for the related workplace with the signature and stamp of the supervisor.** Otherwise, Saturday will not be counted as a working day and the internship at those days will not be valid.

### 3- Internship Application Process

- 3.1- At least 30 days before starting the internship, the student first submits the "**Internship Workplace Approval Form**" to the institution where he / she will do the internship and then to the department. **If the head of the department does not approve the relevant workplace, internship cannot be done in that workplace.**
- 3.2- It is compulsory for the university to make an insurance for the student who will do the internship. It is the student's responsibility to obtain the insurance documents and deliver them to the workplace.
- 3.3- The student is obliged to submit the "**Internship Registration Form**", which will be obtained from the Faculty Secretary, to the official of the institution where the internship will take place, before the internship begins.

### 4- Evaluation of the Internship

- 4.1-**The Internship Notebook (Diary)**, which will be obtained from the faculty secretary, must be filled in by the student in English and the relevant parts must be approved by the Authorized Engineer with stamp at the institution where the internship is held. **The Authorized Engineer must be an engineer with a diploma from the field related to the student's department. The engineer should use his/her own stamp or the stamp of the institution when signing and must write his/her engineering registration number.**
- 4.2- At the end of the internship, the **Internship Registration Form** must be filled in by the institution official and submitted to the Department Head in **a sealed envelope** by the student.
- 4.3- When the internship is completed, the relevant documents are delivered to the faculty secretary by the student at the end of the internship.
- 4.4-After the review of internship book by the internship commission, the number of days accepted is announced to the students by the department head. Examined internship books are submitted to the Faculty secretary for archiving. **Internship days which are not accepted by the commission must be repeated by the student.**

### 5- Objections

- 5.1- In case a student objects to the result of the internship evaluation, Management Board of Faculty of Engineering reviews the internship again.

**ISTANBUL GEDİK UNIVERSITY**  
**MECHATRONIC ENGINEERING DEPARTMENT**  
**INTERNSHIP APPLICATION PRINCIPLES**

**1. Internship Duration and General Quality of Internships**

In order for students of Department of Mechatronics Engineering to be entitled to receive a bachelor's degree, they have to do internship during their education. **Total internship period is 60 working days.**

A. Control / Automation and Electrical / Electronics Internship: Min. 30 working days

B. Production Methods and Business / Organization Internship: Min. 30 working days

**A. Control / Automation and Electrical / Electronics Internship:**

This internship is carried out in independent engineering offices, factories and the departments of private or public institutions which are approved by the internship commission and carry out business about control and automation topics. The internship is done under the supervision of an engineer with at least 5 years of professional experience. The student gains knowledge and experience in relevant subjects while performing the duties assigned by the internship supervisor. In the internship diary; After giving general information about the workplace and the sector, detailed explanation is made about the work done during the internship period. Photographs taken during the internship and any drawings or calculations made are also added to the notebook.

In this context, the student will learn and increase professional awareness about control and automation related subjects such as control / automation technologies, robotics, flexible production, mass production, controllers, embedded systems, industrial software and programming, mechatronic systems, the use of sensors and actuators, **and** Electrical - Electronics related subjects such as high and low voltage transformations, circuit design, power and control panels, signal processing, etc. by contributing to workplace

**B. Production Methods and Business / Organization Internship:**

This internship is carried out in factories or in the departments of private or public institutions that carry out production works which are approved by the internship commission. The internship is done under the supervision of an engineer with at least 5 years of professional experience. The student gains knowledge and experience in relevant subjects while performing the duties assigned by the internship supervisor. In the internship diary; After giving general information about the workplace and the sector, detailed explanation is made about the work done during the internship period. Photographs taken during the internship and any drawings or calculations made are also added to the notebook.

In this context, the student will learn and increase professional awareness about Production related subjects such as raw material production, full or semi-finished product production, casting, joining techniques, machining / non-chip manufacturing techniques and shaping, **and** Business / Organization related subjects such as office management, human resources management, sales / marketing, purchasing, contracting, engineering economy, work-flow, procurement and logistics, etc. by contributing to workplace.

## **2. Internship Place and Supply**

The student has to get the approval of the Internship Committee before starting the internship in the workplace he / she finds. No student can do an internship in a business that he finds on his own initiative without the approval of the Internship Committee. After students start their internship, they cannot change their internship place without taking approval from the internship commission. In case of strikes and lockouts, natural disasters such as earthquakes, fires and floods in businesses, students can continue their internship in other enterprises with the knowledge and approval of the Internship Committee.

### **2.1. Internship workplaces must have the following qualifications:**

- a) Special engineering offices under the management and responsibility of an engineer with at least 5 years of professional experience.
- b) Factories and workshops of private establishments, whose qualifications are accepted by the internship commission, have at least 5 years of professional experience and have a legal quality (licensed).
- c) Departments of public institutions that work in the relevant engineering field.

## **3. Internship Periods**

**3.1.** After students complete four semesters, they can start their internships for which they are responsible.

## **4. Application of the Internship**

**4.1.** The student who will start the internship must prepare an internship notebook for each internship. Separate internship notebooks should also be prepared for the internships that were completed partially.

**4.2.** The workplace may appoint one or more internship supervisors for each student.

**4.3.** During the internship period, the student notes the work carried out according to the program given to him daily and records it in the internship notebook. The daily forms are signed by the internship supervisor. At the end of the internship, the internship supervisor checks and approves all the work. Unapproved internship notebook are not accepted.

## **5. Rules to be followed in the Internship Place**

**5.1.** During the internship, a contract can be signed between the student and the company, in accordance with the current legislation, including the internship conditions, permits, duties and responsibilities of the parties, wages and other matters deemed necessary. Istanbul Gedik University cannot be taken as a party in disputes that may arise between workplaces and students. During the internship, the students follow the provisions of the Higher Education Institutions Student Discipline Regulations; He / she has to comply with the working principles, work conditions, discipline and job safety rules and legal regulations of the institution where he / she is intern. Students cannot give information to others on matters that require privacy regarding production and service; cannot participate in union events.

**6. Attendance and Excuses**

6.1. Internship is done within the period projected in the Internship Directive.

**7. Evaluation of Internships**

7.1. The notebook/diary kept during the internship and approved by the internship supervisor are evaluated. The internship must be complete and on time. Success / failure is determined by the commission by examining the internship notebooks, Internship Registration Forms, and additional information and documents about the internship. In order for the student to be considered successful in the internship, he/she must first be successful according to the internship evaluation form to be filled out by the supervisor. The commission may ask the student for an oral presentation of internship during the evaluation phase.

7.2. Internship notebooks containing the same subjects that are similar to each other and giving the impression of cheating are not accepted and the internship done is considered invalid.

**8. Request for Internship Exemption**

8.1. Students from another higher education institution can apply for exemption with a petition until the end of the first week of their final registration to the university. Internships that transfer students have completed before may be accepted fully or partially with the approval of the Internship Committee. Internships of double major students in their second major program are evaluated by the internship commission of the relevant department. Double major students who will request acceptance of their internship in both branches must obtain the approval of the internship commissions of both departments regarding the suitability of the work place before starting the internship. The conditions for accepting all or some of the internships in the second major are decided upon the joint evaluation of the internship commission of both departments. The status of the students requesting exemption is discussed and decided by the Departmental Internship Committee and the relevant documents are submitted to the Faculty to be put in the student's file.

**9. Enforcement**

9.1. Internship application principles of Department of Mechatronics Engineering apply to all students who enrolled to department after the academic year of 2018-2019.