

Istanbul
GEDİK
University

Istanbul Gedik University
Faculty of Engineering

Department of Mechatronics Engineering

Compulsory Summer Internship Procedures and Implementation

Purpose and General Rules

Internship Definition

A compulsory practice conducted to integrate theoretical and practical knowledge with industrial applications and to gain professional experience.

Graduation Requirement

Students who do not successfully complete their internship obligations cannot graduate.

Prerequisite

To begin the internship, the Occupational Health and Safety course must have been successfully completed.

Compulsory Internship Durations and Fields

A. Control / Automation and Electrical / Electronics

Automation technologies, robotics, controllers, circuit design, power and control panels, etc.

30 Working Days

B. Production Methods and Business / Organization

Raw material/product production, manufacturing techniques, human resources, logistics, procurement, etc.

30 Working Days

Internship Site Selection and Supervision Requirements

Scope of Activity

The internship institution must be in the field of Mechatronics Engineering, subject to Department Committee approval.

Engineer Supervision

To qualify for validity, the internship must be supervised by a professional engineer with a minimum of 5 years of experience.

Approval Authority

The institution must employ a Mechatronics Engineer, or the internship file must be signed by an authorized engineer; otherwise, the internship will be invalid.

Practical Training e-Exemption Application

1. Legal Requirement

- **Foreign students** are required to obtain a Work Permit Exemption Certificate prior to all mandatory practical training activities (internship, workplace training, etc.) to be **carried out in Turkey**.
- Applications must be submitted individually via the e-Muafiyet portal.

2. Early Application Notice

- Applications must be submitted at least 30–45 days in advance due to approval and shipping processes.
- Delays may prevent the start of your practical training/education.

3. Access and Information

- Portal: emuafiyet.csgb.gov.tr
- Guide: Application Guide

Stage 1: Internship Application Process

Timing

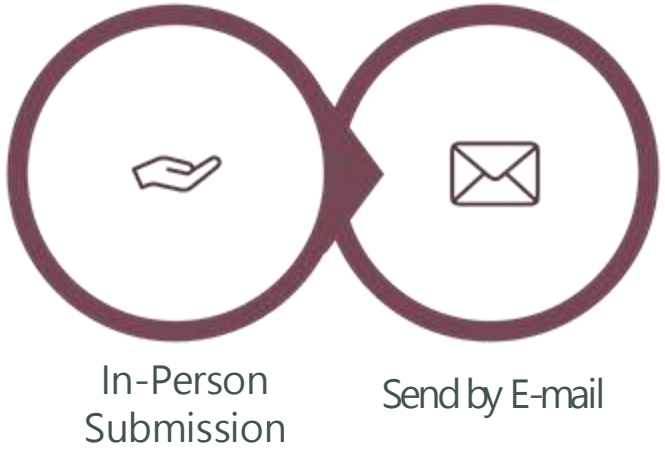
Documents must be delivered 1 month to 5 business days before the internship starts.

The Internship Information Form (F.FR.37) must be delivered to the institution representative beforehand.

- Internship Workplace Approval Information Form (F.FR.36)
- Unemployment Fund Contribution Information Form (F.FR.94)*
- Certification of Compulsory Internship Form (F.FR.34)
- SGK Commitment Form (F.FR.93)*
- Work Permit Exemption Form*

** Those undertaking an internship abroad are not required to complete the red coloured forms.*

** Work Permit Exemption Form is only required for the foreigner students who will make their internship in Turkey.*



Submission of Application Documents

Email Submission Information

Recipient: mekatronik.muhendisligi@gedik.edu.tr

Subject: Internship Application Documents

Email Text: As a student of Istanbul Gedik University, Faculty of Engineering, Department of Mechatronics Engineering, with student number [Student Number] and name [Full Name], I am submitting my internship application documents.

*** Original signed and approved documents must always be delivered to the department in person. In addition to in-person delivery, the documents must be scanned in full and sent by email.**

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Internship Process and Logbook Completion

- **Language and Format:** The Internship Logbook (F.FR.96) must be completed by the student in English.
- **Engineer Approval:** Relevant parts must be signed by the Authorized Engineer, indicating their title and registration number.
- **Saturday Work:** To count Saturday as a workday, a signed/stamped document must be obtained from the institution.
- **Internship Timing:** Internships are conducted outside of registered course periods and exam periods.

Stage 2: Internship Completion Process

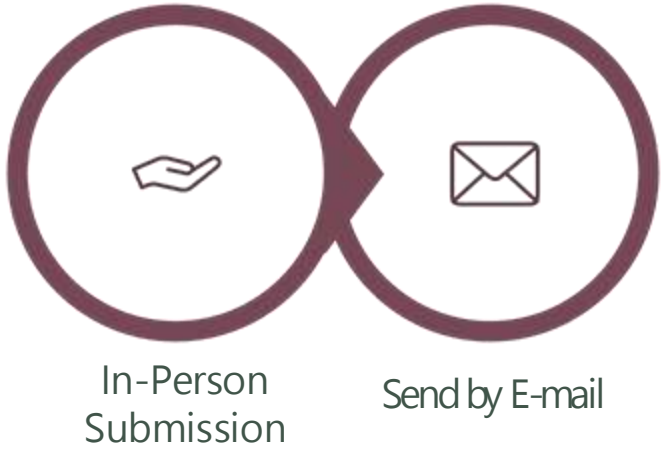
Internship Logbook (F.FR.96)

- Hand-fillable.
- Digitally fillable with third-party tools.

Approved and stamped by the authorized engineer.

Internship Information Form (F.FR.37)

Completed by the institution representative, in a sealed envelope, with the closing section stamped/sealed. Submitted together with the internship logbook.



Submission of Completion Documents

Email Submission Information

Recipient: mekatronik.muhendisligi@gedik.edu.tr

Subject: Internship Completion Documents

Email Text: As a student of Istanbul Gedik University, Faculty of Engineering, Department of Mechatronics Engineering, with student number [Student Number] and name [Full Name], I am submitting my internship completion documents.

*** In all cases, the internship logbook and the Internship Information Form in the sealed envelope must be submitted in person to the department. Along with in-person submission, the documents must also be scanned and sent by email. When submitting internship completion documents via e-mail, only the 'Internship Logbook' should be sent.**

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Important Academic Rules and Ethical Principles

Prohibition of Artificial Intelligence and Plagiarism

If it is determined that any content in the internship reports was copied or prepared using artificial intelligence at any stage, the internship will be considered completely invalid.

Evaluation Process

Submitted files are reviewed by the Internship Commission. If deemed necessary, the student may be called for an interview.

Mandatory Repetition: Rejected internship periods must be repeated.

Thanks.