

Internship Workflow

Student has to complete **minimum 150 ECTS** to be eligible to start internship.

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<p style="text-align: center;">Find an internship place <i>(Career Office and Internship Committee Members support students in finding internship place if they cannot find one)</i></p>	Student	<p style="text-align: center;">Internship place eligibility</p> <p>1- Minimum 50 employee (min 10 for Tech Co.) 2- The founder or partners of the company should not be first-degree relative of the student</p>
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<p>Fill out the Internship Application Form and send the form with your up-to-date Transcript to the Internship Committee Members at least 2 months before the start date. <i>(If the company requests a document showing that the internship is compulsory and the insurance will be covered by the university, the student receives the required letter from the department)</i></p>	Student	<p>To complete the insurance procedures on time, students have to submit Internship Application form on time. Otherwise, University does not promise to provide SGK Insurance for the internships in Türkiye.</p>
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<p style="text-align: center;">Committee Decision Internship Committee Members decide on the Company's eligibility for the internship. <i>When they approve, documents are transferred to the Faculty.</i></p>	Committee Members	<p>For workplaces operating in Free Zones, Chambers of Industry, Chamber of Commerce, High-tech and other companies accepted by the Internship committee the condition of min 50 employees is not required.</p>
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<p style="text-align: center;">Student does the internship.</p>	Student	<p>1- The field of the activity of the workplace where the student will do the internship should be in accordance with and complementary to the mission-vision of the business administration department and the content of the curriculum. (For vision, mission, curriculum please check the Business Administration's web page.) 2- The firm must not be affiliated with any political organization.</p>
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<p>Student needs to get Internship Evaluation Form from their Internship Supervisor and submit it to the Internship Committee Members in a signed/sealed envelope in the first two weeks of the semester.</p>	Student	
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<p style="text-align: center;">Student has to register the BA499 Summer Internship Course.</p>	Student	
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<p>Student has to submit an Internship Report which is written according to the guideline in the first two weeks of the semester.</p>	Student	
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<p>Student has to rewrite the report according to the lecturer's feedback and do a presentation on the date arrange by the Internship Committee.</p>	Student	