FAQ by Computer Engineering Department – Internships

1. **What is the duration of the compulsory internship?**

   You must work for a total of 40 days before your graduation.

2. **Can I work for more than 40 days?**

   Yes, you can. The extra workdays are considered as voluntary internships.

3. **Can I do my compulsory internship just after my first year at the University?**

   No. Our Computer Engineering BSc. Program considers the compulsory internship as a vital activity to undertake only when students have gained necessary knowledge and attained adequate proficiency level in their field as such the internship is scheduled at sophomore years.

   To be eligible for the **first 20 days** of compulsory internship, you must be at least a **5th term**

   student, that is, when the **total ECTS credits** of the courses you passed (grade > F) **> 105 ECTS**.

   Similarly, you may perform the **second 20 days** of compulsory internship, at your **7th term**, that is, when the **total ECTS credits** of the courses you passed (grade > F) **> 175 ECTS**.

   Nevertheless, you are invited to experience as many voluntary internships as you can.

4. **Can I do all the 40-days internship at once without dividing it into 20+20 days?**

   Yes, you are allowed to do your 40-days internship at once after you have reached your **7th term**, that is, when the **total ECTS credits** of the courses you passed (grade > F) **> 175 ECTS**.

5. **Can the internship period be less than 20 days?**

   No, the internship period must be at least 20 workdays long.

6. **Can I do my internship during the academic term?**

   The recommended internship model is a **full-time work** during the summer vacation if you are not enrolled in Summer School. You may also schedule your internship between the end of the Summer Term and the start of the following Fall Term if a slot of **20 workdays** is available. However, you may also perform your internship **part-time** during academic terms if this activity does not impair your attendance to classroom activities and examinations.

7. **When does an "academic term" start and end?**

   The academic term spans over the period between the beginning of classes to the end of the "resit exams" slot. Please refer to the Academic Calendar for detailed schedules.

8. **Can the internship period overlap with official/national holidays?**

   Yes, but you must take off the holidays from the overall duration of the internship period.

9. **Can the internship period include Saturdays?**

   No, the compulsory internship targets at least four weeks presence at the training environment, therefore, adopts the 5-workdays/week labor model. Consequently, you cannot count Saturdays, even if

you are working on weekends.

10. **Can I do my internship between Fall and Spring terms?**

Yes you may, if a slot of **20 workdays** is available between Fall and Spring Terms; that is, within the period starting from the end of Fall "resit exams" to the beginning of Spring Term classes.

11. **Where can I do my internship? Are there any set rules in selecting the workplace?**

Students must do their internships in organizations offering services in the Information Processing & Communication Technologies (e.g., software companies, corporate financial companies, R&D centers/companies, service providers, data centers, e-commerce companies, banks and factories with large IT departments, research labs etc.). As a rule of thumb, computing services offered by the organization must be within one field of the Computer Engineering Curriculum.

12. **Does the Department offer internships or assist in finding them?**

The Department, as an academic institution, does not offer internships that are meant to be done in the industry. However, a few companies have signed internship protocols with İKÜ, you may refer to the URL https://muhf.iku.edu.tr/tr/zorunlu-staj for details. Our academic staff may also share their industrial connections as such opportunities arise.

13. **What are the steps I should follow to start an internship?**

Please refer to related document posted at the web site: https://muhf.iku.edu.tr/tr/zorunlu-staj

14. **What is the Internship Management System and when do I use it?**

İKÜ Internship Management System, accessible through the button "STAJ BASVURUSU" from the URL https://muhf.iku.edu.tr/tr/zorunlu-staj, is used to apply for the Social Security Insurance fee support from the University for your internship period.

Note that this support is provided only if your training period does not overlap with an Academic Term in which you have registered courses. Note that you must apply for internship support at least 10 days before the starting date of your internship.

15. **I am currently insured should I still apply through Internship Management System?**

No, but you are still expected to submit "Company Acceptance Letter (F1)" to your academic advisor, via email, at least 10 days before the starting date of your internship.

16. **When should I register for the Internship courses?**

In the regular scenario, you would complete your internship(s) during the summer break, then register for corresponding internship course(s) in the following academic term. In case you are performing a part-time internship during an academic term you may register for internship course(s) and submit your report to your advisor before the final exam period.

17. **I'm a graduating student and I registered for the internship courses in summer school. What should I do if my internship does not end before the end of the summer school final exams?** You may register for these courses again in the following Fall semester. If you are a graduating student ask your advisor to prepare a document stating that these are your only courses left for graduation and ad submit the document to the Financial Department; your report will be graded

within few days/weeks after your submission. Once your grades are registered you may apply to the Student Affairs Department for your graduation.

18. **I've finished my internship but as I will be on Erasmus exchange program I won't be able to**

register for internship course(s). What should I do?

Submit a petition along with your internship report to your academic advisor. In the petition, state your situation and demand a postponed evaluation for your report.

19. **To whom should I submit my internship report?**

To your academic advisor.

20. **How long should the report be?**

You must outline the work you have produced and the activities you were involved in weekly, writing at least one full page of text per week. Drawings and other visual references can be added in appendices.

21. **Can the report be written by hand?**

No, you must use a word processor and submit the printed hard copy.

22. **When should I submit my internship report?**

Within the first two weeks of the semester. In case you are performing a part-time internship during an academic term you must submit your report to your advisor before the final exam period.

23. **Should I deliver a hard copy or a soft copy of the internship report?**

You should submit a soft copy to your advisor. Please do not forget to include the company evaluation form enclosed in a sealed envelope (it should not be attached to your report).

24. **What pages should be signed in my report? Is an official organization stamp needed?**

Just the cover page and the company evaluation form should be signed and certified with the organization official stamp.

25. **Can an internship be done before the start of Erasmus mobility?**

An internship can be done before the start of Erasmus mobility and is accepted on the condition that you select the relevant "Internship" course in the first semester you will register at İKÜ upon your return from Erasmus and submit your internship documents in full. If the internship course is not selected in the relevant semester, the internship will be considered invalid and will not be graded. This application is only valid for students participating in the Erasmus program; other students cannot benefit from this right.