

FACULTY OF ARCHITECTURE AND DESIGN
FREQUENTLY ASKED QUESTIONS ABOUT INTERNSHIPS

PRE-INTERNSHIP APPLICATION PROCESS

1. I am a student at the Faculty of Architecture and Design. Which mandatory internships am I required to complete? How many days must I intern?

Students in the Architecture (English) Program are required to complete the following mandatory internships: ARCH 200, ARCH 300, ARCH 400.

- ARCH 200 requires 10 business days.
- ARCH 300 requires 20 business days
- ARCH 400 requires 30 business days.

Please note that SEC 201 is a prerequisite for both ARCH 300 and ARCH 400. You must have successfully completed SEC 201 in a previous semester to be eligible for these internships.

Students in the Architecture (Turkish) Program are required to complete the following mandatory internships: MIM 200, MIM 300, MIM 400.

- MIM 200 requires 10 business days.
- MIM 300 requires 20 business days.
- MIM 400 requires 30 business days.

For MIM 300 and MIM 400 internships, the prerequisite is SEC 201 or SEC 203. You must have successfully completed either SEC 201 or SEC 203 in a previous semester to be eligible for these internships.

Students in the Interior Architecture and Environmental Design Program are required to complete the following mandatory internships: INAR 200, INAR 300, and INAR 400.

- INAR 200 requires 10 business days.
- INAR 300 requires 20 business days.
- INAR 400 requires 30 business days.

Please note that SEC 201 is a prerequisite for both INAR 300 and INAR 400. You must have successfully completed SEC 201 in a previous semester to be eligible for these internships.

Students in the Communication Design Program are required to complete the following mandatory internships: COD 200, COD 300, COD 400.

- COD 200 requires 10 business days.
- COD 300 requires 20 business days.
- COD 400 requires 20 business days.

Please note that SEC 201 is a prerequisite for both COD 300 and COD 400. You must have successfully completed SEC 201 in a previous semester to be eligible for these internships.

Students in the Industrial Design Program are required to complete the following mandatory internships: IDE 100, IDE 200, IDE 300.

- IDE 100 requires 10 business days.
- IDE 200 requires 20 business days.
- IDE 300 requires 30 business days.

Please note that SEC 201 is a prerequisite for both IDE 200 and IDE 300. You must have successfully completed SEC 201 in a previous semester to be eligible for these internships.

All of these internships are for-credit internships and are part of the graduation requirements. To be eligible for any of these internships, you must first submit an application to your Faculty, and ensure that your internship insurance is covered by the University. You are not permitted to begin your mandatory internship before your insurance coverage is activated. This requirement does not apply for research internships offered by the Faculty (ARCH 200, MIM 200, IDE 100, COD 200, and INAR 200). However, if you choose to complete these research internships outside the University, insurance coverage is required.

2. Can I do a Non-Credit (Optional) Internship?

Students are encouraged and supported to pursue non-credit (optional) internships at institutions where they can enhance their professional knowledge and experience. However, it is recommended that students prioritize completing their mandatory internships, which are part of their graduation requirements, when making their academic plans. Optional internships are non-credit and are not counted towards graduation requirements. Students interested in pursuing a non-credit (optional) internship are kindly asked to consult their Department Internship Coordinator for guidance and approval. Once approval is granted, students should contact the department secretary to proceed with the application process.

3. Which documents do I need to submit for my internship application?

Please click [here](#) to view the list of documents required for submission to the Faculty for your internship application.

4. How should I complete the Mandatory Internship Information Form?

All fields of the “Mandatory Internship Information Form for the Faculty of Architecture and Design” must be completed in full and typed on a computer. Handwritten forms will not be accepted. All signatures on the form must be physical (wet) signatures: In the “Student’s Signature” section, the student must affix his/her own physical signature. In the “Employer’s Stamp of Approval” section, the authorized representative of the host organization (internship employer) must stamp the form with the company seal and affix his/her physical signature. In the “Internship Coordinator’s Approval” section, the Department Internship Coordinator must write his/her name and surname and provide his/her physical signature. The “Dean’s Approval” section may be left blank.

5. Is it mandatory to submit the Incentive Form? How should I complete it?

If you are completing your internship at a public institution or organization, or if you will not be receiving payment from the host organization where you will intern, or if the host organization will not be benefiting from state incentive payments, it is not necessary to complete and submit this form. If required, all sections of the form must be fully completed and typed on a computer. Handwritten forms will not be accepted. In

the “Company Stamp/Signature/Date” section, the authorized representative of the host organization must stamp the form with the company seal and affix his/her physical (wet) signature.

6. To whom and when should I submit the documents I have prepared for my internship application?

Internship application documents must be submitted in person to the department secretary, no later than two weeks before the planned start date of the internship. Please note that all documents must be fully completed and valid at the time of submission. Students who are out of town or abroad must either submit their documents before leaving the campus, or ensure that they are delivered to the department secretary by courier or email at least two weeks before the internship start date. If sending by courier, the department secretary must be informed before the documents are dispatched. If sending by email, the original hard copies (with physical signatures) must be submitted in person at a later date. Students are expected to submit their documents personally. If a fellow student or a parent will submit the documents on the student’s behalf, the student must inform the department secretary in advance about who will be delivering them.

7. Where and in which fields may I complete my mandatory internship?

Acceptable host organizations, departments, and internship contents may vary from one academic department to the other. You may always consult your Department Internship Coordinator before going to an internship interview with a host organization.

8. How can I find out who my Department Internship Coordinator is?

Click [here](#) to see the Internship Coordinators for the Department of Architecture.

Click [here](#) to see the Internship Coordinators for the Department of Interior Architecture and Environment Design.

Click [here](#) to see the Internship Coordinators for the Department of Communication Design.

Click [here](#) to see the Internship Coordinators for the Department of Industrial Design.

9. When is the earliest I can start my internship and the latest I can finish it?

Mandatory internships must be completed within the dates announced in the Academic Calendar for the respective semester. Internships must begin after the end of the final exam period in the respective semester and must be completed before the start of course registrations in the following semester. For summer internships, you may start your internship after the end of the Spring semester final exams at the earliest, and must complete it no later than the start of course registrations for the Fall semester in the following academic year.

10. Can I complete my internship in the Fall and/or Spring semesters?

Only graduation candidates are allowed to complete their internships during an academic semester after their academic standing is checked. If you take courses other than the internship during the Fall or Spring semester, your weekly course schedule must have a minimum of three business days (excluding Saturday and Sunday) without classes. You must submit your weekly course schedule and degree audit report to your Department Internship Coordinator after the course registration period in the respective semester, and have his/her approval to complete your mandatory internship during the semester. Once you obtain approval, you must then submit a petition to the Department Secretary’s Office before the end of the course add/drop period in order to register for internship courses.

11. I have fulfilled all graduation requirements except for my mandatory internship(s). What should I do?

Students who have fulfilled all graduation requirements except for their mandatory internship(s) are required to register for the internship courses during the Fall and/or Spring semesters and pay the corresponding per-credit tuition fee based on the total credits of the internship course(s).

12. I have completed all of my coursework, and only have my mandatory internship(s) left to complete. Can I still participate in the commencement ceremony?

Please click [here](#) to see the Commencement Ceremony Participation Policy.

13. Can I complete my internship while I attend the summer school?

Students taking research internship courses offered by the Faculty (ARCH 200, MIM 200, IDE 100, COD 200, and INAR 200) cannot take courses in Summer School concurrently. If you are registered in courses other than the internship during summer session, your weekly course schedule must have a minimum of three business days (excluding Saturday and Sunday) without classes. Additionally, you must have your internship timeline approved by the Internship Committee to be eligible to complete your internship while attending the summer session.

14. Can I complete my internship during the semester break (between the Fall and Spring semesters)?

No, mandatory internships cannot be completed during the semester break (the period from the end of classes in one semester through the start of classes in the following semester).

15. Can I split my internship into multiple periods?

No, internships cannot be split into multiple periods.

16. Can I complete all of my internships within the same semester?

Yes, you may complete multiple mandatory internships within the same semester, provided that they are scheduled consecutively (without overlap) and within the dates announced in the Academic Calendar for the respective semester.

17. Can I complete my internship in another city or abroad?

Yes, you can. However, you must submit your internship application documents in full to the Department Secretary's Office at least two weeks prior to your departure.

18. My host organization is located out of town / abroad. Am I still required to submit the "Mandatory Internship Information Form" with physical (wet) signatures?

Yes. Internship application documents must be submitted in person to the department secretary, no later than two weeks before the planned start date of the internship. Please note that all documents must be fully completed and valid at the time of submission. Students who are out of town or abroad must either submit their documents before leaving the campus, or ensure that they are delivered to the department secretary by courier or email at least two weeks before the internship start date. If sending by courier, the department secretary must be informed before the documents are dispatched. If sending by email, the original hard copies (with physical signatures) must be submitted in person at a later date. Students are expected to submit their documents personally. If a fellow student or a parent will submit the documents on the student's behalf, the student must inform the department secretary in advance about who will be delivering them.

19. Am I required to register for an internship course?

Students who are permitted to complete their internship during the Fall or Spring semester must register for the corresponding internship course in that semester. However, for the summer session, only students

undertaking a Research Internship (ARCH 200, MIM 200, INAR 200, COD 200, IDE 100) at the University are required to register for the corresponding internship course during the course registration period in the respective summer session. Students completing ARCH 300-400, MIM 300-400, INAR 300-400, COD 300-400, or IDE 200-300 internships during the summer session are not required to register for these courses. Their internship grades will be officially recorded on their transcripts at the end of the summer session upon the decision of the Faculty Executive Board (FEB).

INTERNSHIP INSURANCE PROCESS

20. Will insurance coverage be provided for my internship?

Yes, for mandatory internships, it is legally required for the University to provide insurance coverage for the student for the entire duration of the internship. Specifically, the University covers short-term insurance for internships (e.g. against workplace accidents and occupational diseases, or illnesses.)

21. I will complete my internship abroad. Will I still be insured?

Yes, even if your host organization is located abroad, your mandatory internship insurance will still be activated by the University.

22. I am an international student and will complete my internship in Türkiye. Will I still be insured?

Yes, for mandatory internships, it is legally required for the University to provide insurance coverage for the student for the entire duration of the internship. However, international students planning to complete their internship in Türkiye are required to obtain a Work Permit Exemption Certificate (“Çalışma İzni Muafiyet Belgesi”) prior to their internship. Students must apply for and obtain this document themselves via the application system at <https://emuafiyet.csgeb.gov.tr/welcome>. Students who fail to submit this document will not be eligible to apply for an internship, and their internship insurance cannot be activated. Since the processing of work permit exemption applications may take time, it is strongly recommended that students complete their application at least one month prior to the intended start date of their internship.

23. My host organization requires official documentation of my University-sponsored Social Security enrollment prior to the start of the internship. When can I obtain this document from the University?

The official document confirming your social security enrollment for internship insurance will be sent to you via email one day before the start of your internship or on the morning of the first day of your internship.

24. Are host organizations obligated to pay their interns?

No, they are not. The decision whether or not to pay interns is at the sole discretion of the host organization.

25. Do I need to submit original copies of the required documents for insurance before the start of internship?

Yes, you are required to submit the original, wet-signed copies of all internship application documents. Photocopies or color printouts will not be accepted.

26. My host organization says my social security premiums must be covered by the University. Does our University cover social security premiums?

Our University covers the Occupational Accident and Disease premiums as per Law No:5510. In order for the University to cover your insurance premiums, you must submit all required internship application documents to your department secretary no later than two weeks before the start date of your internship.

Applications with incomplete or incorrect documents will not be considered, and insurance coverage will not be activated for such applicants. For the list of documents required for internship applications, please click [here](#).

27. My host organization will cover my Social Security premiums. Will the University still enroll me in Social Security?

Yes, for mandatory internships, it is legally required for the University to provide insurance coverage for the student for the entire duration of the internship. Specifically, the University covers short-term insurance for internships (e.g. against workplace accidents and occupational diseases, or illnesses.) You will still be enrolled in Social Security under a separate status, even if you are covered by your employer. In cases of dual coverage provided by different institutions, one plan does not interfere with the other.

28. I am already enrolled in the social security system, and I pay my social security premiums. Since the University will cover my social security premiums during my internship, do I still need to pay my premiums?

Intern insurance and retirement insurance are two different plans. The University covers the “Occupational Accidents and Diseases” premiums only. As your internship days will not be counted towards your retirement, you may continue to pay your premiums towards your retirement.

29. I am covered under my family’s Pension Fund (Emekli Sandığı / Bağ-Kur). Will I still be enrolled in social security?

Intern Insurance and Universal Health Insurance are two different plans. While the University covers the “Occupational Accidents and Diseases” premiums, your enrollment in the Emekli Sandığı (Government Retirement Fund) or Bağ-Kur (Self-Employed Fund) will not be suspended.

30. I am enrolled in Emekli Sandığı (Government Retirement Fund)/Bağ-Kur (Self-Employed Fund) in my own name. Will I still be enrolled in social security?

Intern Insurance and Universal Health Insurance + Retirement Insurance are different plans. While the University covers the “Occupational Accidents and Diseases” premiums, your enrollment in the Emekli Sandığı (Government Retirement Fund) or Bağ-Kur (Self-Employed Fund) will not be suspended.

31. I have already completed my mandatory internships. However, I’ve found an employer where I can do an optional (non-credit) internship, and they require me to have my social security premiums covered. What are my options?

The University covers social security premiums for “mandatory internships” only. If you have already completed your mandatory internship credits, it is not legally possible for the University to provide social security coverage for you any longer.

32. I have been enrolled in social security for my internship but I wish to cancel my internship. What should I do?

You must submit your internship cancellation request to your Department Secretary’s Office no later than the last day of your internship, with a written petition which clearly explains the reasons of your request.

33. I have been enrolled in social security for my internship but I wish to change the dates of my internship. What should I do?

You must submit your date change request to your Department Secretary’s Office with a written petition. The petition must be signed and stamped by an authorized representative of your host organization and

must clearly explain the reasons of your request. For a sample petition, please contact your department secretary.

POST-INTERNSHIP PROCESS

34. What should I do after completing my internship? What documents do I need to prepare?

You are required to prepare both your Internship Logbook and your Internship Report.

35. To whom and when should I submit my logbook and report?

You must personally submit your Internship Logbook, Internship Report, and the Intern Evaluation Form to your Department Internship Coordinator. The Intern Evaluation Form must be completed by the authorized representative at your internship sponsor and submitted in a sealed envelope. All documents must be submitted in person to the Department Internship Coordinator no later than the Friday of the first week of the Fall semester following the summer in which the internship was completed.

36. Where can I find guidelines for writing my logbook and report?

For the Architecture Programs: <https://www.ozyegin.edu.tr/tr/mimarlik/lisans-barch/staj>

For the Interior Architecture and Environment Design Program: <https://www.ozyegin.edu.tr/tr/ic-mimarlik-ve-cevre-tasarimi/lisans/staj>

For the Communication Design Program: <https://www.ozyegin.edu.tr/tr/iletisim-ve-tasarimi/akademik-program/staj>

For the Industrial Design Program: <https://www.ozyegin.edu.tr/tr/endustriyel-tasarim/akademik-program/staj>

37. Do I need to write my logbook and report in English?

Yes. If you are enrolled in an English-medium program, your internship report must be written in English.

38. Do all pages of my logbook and report need to be stamped and signed?

Yes. Each page of both the Internship Logbook and the Internship Report must be stamped and signed.

39. Can I send my internship logbook and report by courier?

Yes — if you contact and obtain **APPROVAL** from a member of the Internship Committee, you may send your Internship Logbook and Report via courier, addressed to the designated Committee member.