**UNIVERSITY PROCESS BEFORE INTERNSHIP**

* **I hear about two types of internships at OzU. What is the difference between mandatory (credit) and optional (non-credit) internship?**

***Optional Internship (Non-Credit Internship):* These are NON-CREDIT internships overseen by the Professional Development Unit. You may consult the Professional Development Unit for this type of internships.**

***Mandatory Internship (Credit Internship):* These are the CREDIT internships listed among your academic program’s graduation requirements. Mandatory internships are overseen by the Faculty of Engineering. To complete your mandatory internship, you must follow the procedure at** <http://www.ozyegin.edu.tr/AKADEMIK-PROGRAMLAR/Muhendislik-Fakultesi/Genel-Bilgiler>

* **Does OzU find mandatory internships for its engineering students?**

Students are responsible for finding their own internships. On the other hand, the Professional Development Unit shares open internship positions received from employers via webmail. However, any internships to be completed at these employers must first be approved by academic advisors in order to have them counted towards your mandatory internship requirements.

* **I applied to the open internship position shared by the OzU Professional Development Unit and I got accepted. Do I still need to obtain the approval of my academic advisor?**

Yes. The Professional Development Unit shares open internship positions for information purposes only. If you apply to one of these open internship postings and get hired, you must follow the procedure at <http://www.ozyegin.edu.tr/AKADEMIK-PROGRAMLAR/Muhendislik-Fakultesi/Genel-Bilgiler> in order to have it counted to your mandatory internship requirements.

* **Where and in which fields should I complete my mandatory internship so that it is accepted by the University?**

Acceptable internship sponsors, departments, and contents may vary from one academic department to the other. You may always consult your academic advisor before going to an internship interview with an internship sponsor.

* **How can I learn who my academic advisor is?**

You can check your academic advisor details via SIS. If you have not been assigned an academic advisor yet, you may contact one of your professors in your department.

* **Can I complete my internship while I attend the summer school?**

You must obtain the approval of your academic advisor about this matter.

* **Can I complete my internship during the semester break?**

You must obtain the approval of your academic advisor about this matter.

* **Can I complete my internship during the academic semester?**

You must obtain the approval of your academic advisor about this matter.

* **How many days of internships do I need to complete?**

You must complete 40 business days of mandatory internship after your sophomore year in order to be eligible for graduation. Whether or not the 40 business days must be consecutive may vary from one academic department to the other. You must consult your academic advisor about this matter.

* **My Internship Sponsor does not have any engineers on its payroll but my internship will be in the field of engineering. Can I still have my internship counted towards the mandatory internship requirement?**

You must obtain the approval of your academic advisor about this matter.

* **My Internship Sponsor is based in another city/country. Do I still have to submit a physically-signed Mandatory Internship Information Form?**

The physical signature is not a must before the start of internship. An emailed soft copy of the Mandatory Internship Information Form is also acceptable. However, all the fields in the form must be completed and the form must be approved and signed by the Academic Advisor.

The original copy of the form must be mailed to the Department Secretary’s Office, (<http://www.ozyegin.edu.tr/AKADEMIK-PROGRAMLAR/Muhendislik-Fakultesi/Dekanl-k-Ofisi> ) stamped and signed with all fields duly completed, within the first week from the start of internship.

**INTERNSHIP PROCESS AT THE INTERNSHIP SPONSOR PRIOR TO INTERNSHIP**

* **Do I need to bring anything with me when going for my internship interview with my internship sponsor?**

Some employers may require a letter which certifies that your internship is mandatory and your social security coverage will be provided by our University. If that’s the case, please fill out the petition posted at <http://www.ozyegin.edu.tr/AKADEMIK-PROGRAMLAR/Muhendislik-Fakultesi/Genel-Bilgiler> , and send an email to your Department Secretary’s Office to ask for this letter. Please specify the name of your internship employer in your email. You may collect your letter in person the next day or you may have it emailed to you, so long as you requested it in your email.

* **My internship sponsor asks for a letter which verifies that my internship is mandatory and my social security coverage will be provided by the University. How may I get this letter?**

If that’s the case, please fill out the petition posted at <http://www.ozyegin.edu.tr/AKADEMIK-PROGRAMLAR/Muhendislik-Fakultesi/Genel-Bilgiler> , and send an email to your Department Secretary’s Office(<http://www.ozyegin.edu.tr/AKADEMIK-PROGRAMLAR/Muhendislik-Fakultesi/Dekanl-k-Ofisi> ) to ask for this letter. Please specify the name of your internship employer in your email. You may collect your letter in person the next day or you may have it emailed to you, so long as you requested it in your email.

* **My internship sponsor asks for the proof of my Social Security enrollment before the start of internship. When can I get this document from the University?**

**Proof of your social security enrollment will be sent to you via email either on the day before or the morning of the start day of your internship. You will not have any issues regarding the start of your internship if you pass this information to your internship sponsor.**

* **Do internship sponsors have to pay their interns?**

**No, they do not. The decision whether or not to pay interns is at internship sponsors’ own discretion.**

* **Should internship sponsors allow interns to benefit from the organizations’ social amenities?**

**Pursuant to the Rules and Regulations of the Higher Education Institution, internship sponsors must do the best they can to meet their interns’ accommodation and dining requirements, and allow them to benefit from the organization’s social amenities but they are not liable to do so.**

**SOCIAL SECURITY PROCEEDINGS PRIOR TO INTERNSHIP**

* **Do I need to submit the original copies of the required documents in order to have my social security enrollment completed before the start of internship?**

**Yes.**

* **My internship sponsor says my social security premiums must be paid by the University. Does our University pay for social security premiums?**

Our University covers the Occupational Accident and Disease premiums as per Law No:5510.

However, you must submit the original copies of your documents to the Department Secretary’s Office in order to have the University cover your social security. You may send these documents via mail too. Please note that applications with incomplete documents are not considered for social security coverage. Please follow the procedure described at <http://www.ozyegin.edu.tr/AKADEMIK-PROGRAMLAR/Muhendislik-Fakultesi/Genel-Bilgiler> to submit your documents.

* **Are the Occupational Accident and Disease premiums paid by the University counted towards retirement?**

No. The social security premiums paid by the University cover “Occupational Accidents and Diseases” only as per Law No:5510.

* **My internship sponsor will pay my Social Security premiums. Will the University still enroll me in social security?**

**No. However, you must email proof of your Social Security enrollment, which shows that your employer has registered you in the social security system, to your Department Secretary’s Office. In such a case, you do not need to submit to the University any documents other than the MANDATORY INTERNSHIP INFORMATION FORm and PROOF OF SOCIAL SECURITY ENROLLMENT, which is completed by your employer on your behalf.**

* **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.

* **I have the “Government Retirement Fund/Pension Fund for the Self Employed” coverage through my parents. 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 **Government Retirement Fund or Pension Fund for the Self Employed** will not be suspended.

* **I am enrolled in the Government Retirement Fund/Pension 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 Government Retirement Fund or Pension Fund for the Self Employed will not be suspended.

* **I completed my mandatory internships before. However, I’ve found an employer where I can do an optional (non-credit) internship, and they ask me to have my social security premiums paid. What can I do?**

Our University supports all types of internships to foster our student’s professional development. However, 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.

* **I will complete my internship abroad. Will I have social security coverage?**

The University does not offer social security coverage for students who complete their internships abroad. **In such a case, you do not need to submit any documents other than the MANDATORY INTERNSHIP INFORMATION FORM to the University.**

**However, if your internship sponsor is a Turkish company based in Turkey but they send you to their oversees office as an intern, your social security will be covered by the University for your internship. In such a case, you need to submit the original copies of your documents to your Department Secretary’s Office.**

* **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 with a written petition which clearly explains the reasons of your request. Please note that if you fail to do so, your internship will not be cancelled, and you will be considered to have failed your internship.

* **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 (<http://www.ozyegin.edu.tr/AKADEMIK-PROGRAMLAR/Muhendislik-Fakultesi/Dekanl-k-Ofisi> ) with a written petition. The petition must be signed and stamped by your internship sponsor and must clearly explain the reasons of your request.

**INTERNSHIP REPORT PROCESS AFTER INTERNSHIP**

* **Where can I get the necessary information about how to write my internship report?**

The internship report template may vary from one academic department to the other. You may check the report templates at <http://www.ozyegin.edu.tr/AKADEMIK-PROGRAMLAR/Muhendislik-Fakultesi/Genel-Bilgiler> .

* **Do I need to write the internship report in English?**

**Yes.**

* **Does each page of the internship report have to be stamped and signed?**

The Work Summary section must be approved, signed, and stamped by the engineer who is responsible for the assessment of your internship performance (“Internship Supervisor”). The other sections of the internship report do not need to be signed.

* **When do I have to submit my internship report?**

Students must submit their internship reports to their Department Secretary’s Office before the **last day for add-drops** announced in academic calendar. Students must present their internship reports together with their Internship Evaluation Forms. Internship Evaluation Forms will be provided to students by their internship sponsors in a signed and sealed envelop.

* **I heard that we need to keep a daily internship log. Where can I get that log?**

OzU does not require students to keep a daily internship log for their mandatory internships. Instead, you are required to write an internship report. The internship report template may vary from one academic department to the other. You may check the report templates at <http://www.ozyegin.edu.tr/AKADEMIK-PROGRAMLAR/Muhendislik-Fakultesi/Genel-Bilgiler> .

* **Can I send my internship report by mail?**

No. However, your internship supervisor, the engineer who is responsible for overseeing your internship performance, may send the **Intern Evaluation Form**, which s/he completed to evaluate your internship performance,in a sealed envelope by mail.