



İSTANBUL GELİŞİM UNIVERSITY DEPARTMENT OF ARCHITECTURE INTERNSHIP

This document contains the internship **instructions, form links** and **the steps to be followed during the internship**. It has been prepared by the Department of Architecture of Istanbul Gelişim University, based on the ISTANBUL GELİSİM UNIVERSITY INTERNSHIP DIRECTIVE (Directive Adoption: Senate Decision dated 21.03.2018 and numbered 2018-6).

HOW CAN I ACCESS THE INSTRUCTIONS AND FORMS ABOUT THE INTERNSHIP?

- The links of the general regulations and forms regarding the internship are given below:
- [Click](#) For Sample Internship Application Form
- Internship Directive: <https://oidb.gelisim.edu.tr/yonergeler>
- Internship Application Form: <https://oidb.gelisim.edu.tr/en/page/form-and-documents>
- Internship Book: <https://oidb.gelisim.edu.tr/en/page/intern>

STEP 1. WHEN CAN I DO MY INTERNSHIP?

- At the earliest, students who are **at the end of the 4th semester** can apply and do their internship.
- Internships are held in the summer months following **the 4th semester** and **the 6th semester**.
- **Students who will graduate** (have completed all their courses except Internship I and Internship II) can do internship in the fall, spring and summer terms.

STEP 2. HOW DO I APPLY FOR INTERNSHIP?

- The student must have arranged the office / construction site where he/she will do his/her internship.
- **Conditions and requirements for internship abroad:** Depending on the continuation of the online teaching during the pandemic, students can do their summer internship abroad. However; **the student will not be able to benefit from our university's insurance related to internships. All identity information of the employer**, where the student will do the internship at the office or construction site, and the chamber registration number of the responsible architect or civil engineer, if any, should be written. In countries where there is no chamber organization, a copy of the diploma of the responsible person will be included in the internship file during the application. The diploma will be notarized. All documents will be written in English.
- The internship application form is filled and delivered to the Secretariat of the Faculty of Engineering and Architecture by hand or sent to mmf@gelisim.edu.tr at least 15 days before the start date of the internship.
- You can access the internship application form by [clicking this link](#).

STEP 3. HOW DO I FILL IN THE INTERNSHIP APPLICATION FORM?

- One of the two internships must be done at the construction site and the other at the office. The order is not important.
- Internship I: 30 workdays, Internship II: 30 workdays, **a total of 60 workdays**, the number of days for an internship application should be 30 workdays. It must be 30 workdays **uninterrupted**.
- When calculating the number of internship days, **public holidays** and **weekend days** (if the institution works on Saturdays, Saturdays can be included) are not taken into account.
- If summer school will be held together with the internship, the course day cannot be counted towards the number of internship days.
- The title of the authorized person from the internship must be **architect** or **civil engineer**. **The chamber registration number** of the authorized person must be clearly indicated.
- More than two students cannot do internship at the same institution on the same dates.
- You can access the **sample internship application form** by [clicking here](#).

STEP 4

I filled out the internship application form and submitted it to the Faculty Secretariat at least 15 days in advance, via e-mail or by hand.

CORRECTION/REJECTION

If any of the previous items are not provided, the internship application is rejected or a return is provided with the deficiencies to be corrected. Return to **STEP 2** for the second application.

CONFIRMATION

If the student provides the previous items, the application is approved and forwarded to the faculty secretariat. The student can learn from the faculty secretariat whether his application has been approved or not. Continue from **STEP 5**.

STEP 5. WHAT SHOULD I DO AFTER DOING MY INTERNSHIP?

- The internship book is filled. You can reach the **internship book** that needs to be filled by [clicking here](#).
- **Things to consider when filling out the internship book:**
 - The notebook can be filled manually or digitally.
 - Images should be sufficient and placed following the relevant day.
 - Formal expressions and sentences should be used in the articles.
 - The bottom part of each day and attendance table of internship student should be filled by the approval of the authorized person.
 - The internship book should be printed and made into a notebook in several ways as **spiral, bound** or **backed**. Other methods such as transparent file, stapling are not accepted.
 - There should not be any documents stuck between the book, overflowing from the book or that may fall, and the book should be delivered in proper manner.
 - The internship book is delivered to the Department of Architecture (K Block 12. Floor) within 1 month from the end of the internship.

STEP 6. HOW CAN I DELIVERY MY INTERNSHIP BOOK?

- The internship book is delivered to the Department of Architecture (K Block 12. Floor) **within 1 month** from the end of the internship.
- The internship book can be delivered in 3 ways: in **person**, with **relative** and by **cargo**.
- Students who will send the internship book to the department with their relatives should send the name and surname of the person who will deliver it to the research assistants of the department via e-mail.
- Students who do not take face-to-face lessons can send their notebooks by **cargo**.
- **Address information** for cargo delivery: Receiver Department of Architecture / Cihangir Mah. Petrol Ofisi Cad. GELİŞİM TOWER K Blok, No:3-5, Kat: 12, 1206, Avcılar/İstanbul.
- In case of sending by cargo, all responsibility will **belong to the student**.

STEP 7

I submitted my internship notebook to the Department of Architecture.

CORRECTION/REJECTION

If any of the previous items is not provided or if it is found incomplete by the internship commission, the internship book will not be accepted. Deficiencies are notified to the student within 1 month at the latest. The student can get his notebook back. The deficiencies are completed by the student within a maximum of 10 days and return to **STEP 5**.

CONFIRMATION

If the student provides the previous items and the internship commission deems it appropriate, the internship is approved. The internship books approved by the internship commission are submitted to the Registrar's Office by the end of the semester following the internship at the latest. Go to **STEP 8**.

STEP 8

The grades of the approved internship books submitted to the Registrar's Office are entered into the system **by the Registrar's Office**. At this stage, the student can **contact the Student Affairs Office** (<https://oidb.gelisim.edu.tr/en/page/contact-us>) and follow the grade entry status.