



İSTANBUL GELİŞİM UNIVERSITY DEPARTMENT OF CIVIL ENGINEERING 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 Civil Engineering of Istanbul Gelişim University, based on the ISTANBUL GELİSİM UNIVERSITY INTERNSHIP DIRECTIVE (Directive Adoption: Senate Decision dated 05.04.2023 and numbered 2023/08-05).

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:
- Internship Directive: <https://gelisim.edu.tr/tr/gelisim-yonergeler>
- Internship Application Form: <https://oidb.gelisim.edu.tr/en/page/form-and-documents>
- Sample Internship Application Form: <https://mmf.gelisim.edu.tr/en/akademik-department-civil-engineering-content-internship>
- Internship Book: <https://oidb.gelisim.edu.tr/en/page/intern>
- Sample Internship File: <https://mmf.gelisim.edu.tr/en/akademik-department-civil-engineering-content-internship>

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 or vocational internship (Geotechnical, Transportation, Hydraulic) where he/she will do his/her internship.
- **Conditions and requirements for internship abroad:** Students can complete their internships abroad. Although the application processes are the same, **the student will not be able to benefit from our university's insurance procedures related to internships.** All documents will be written in **English**.
- Internship application processes are **temporarily** carried out by the student. For this reason, students should print out 3 copies of the internship application forms they have prepared and bring them to the office numbered K19-09 on the 19th floor of K Block 19 after receiving approval from the company. After the application documents are checked in the office, the student must obtain the necessary approvals from the Department Head, MMF Dean's Office and Student Affairs in Block A, respectively. After completing the approval procedures, the student must scan the approved application form and send it as an e-mail to mmf@gelisim.edu.tr and omhalat@gelisim.edu.tr.
- 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. 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.
- **THE INTERNSHIP CANNOT BE MADE WITH SUMMER SCHOOL.**
- Internship days cannot be divided. Half of it cannot be done before summer school and half after summer school.
- The title of the authorized person from the internship must be a **CIVIL ENGINEER**. The **chamber registration number** of the authorized person must be clearly indicated.
- 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?

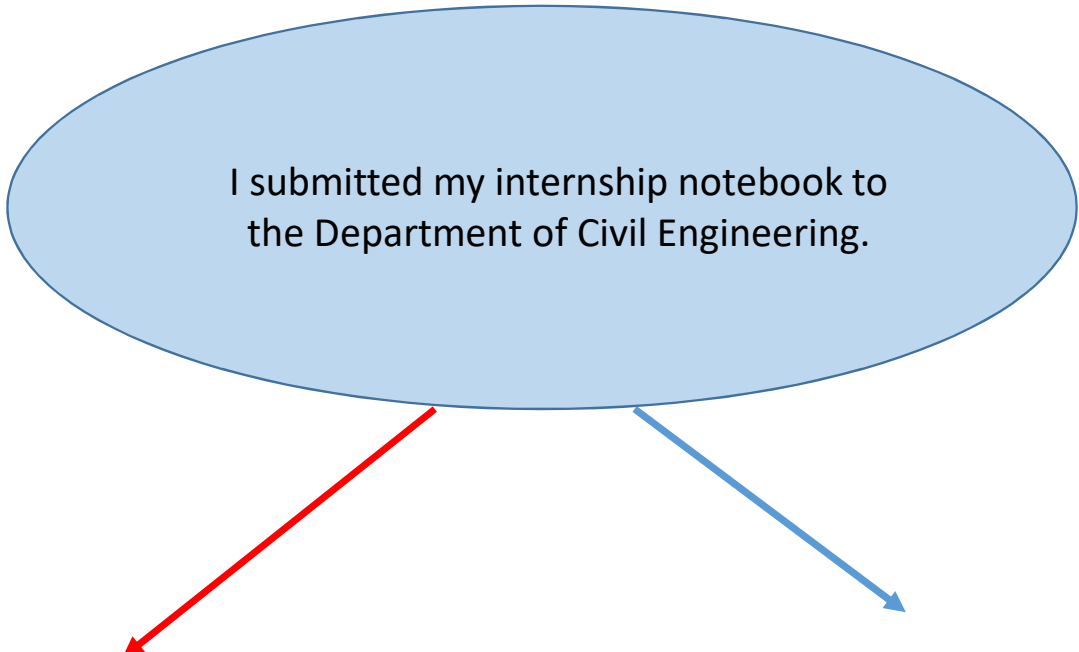
- The internship book is filled. You can reach the **internship book** that needs to be filled by [clicking here](#).
- **Things to consider when filling out the internship book:**
 - The notebook can be filled manually or digitally. Writing digitally is recommended.
 - Images should be sufficient and 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 Civil Engineering (K Block 19. Floor Room 9) within **2 month (60 days)** from the end of the internship.

STEP 6. HOW CAN I DELIVERY MY INTERNSHIP BOOK?

- The internship book is delivered to the Department of Civil Engineering (K Block 19. Floor Room 9) within **2 month (60 days)** from the end of the internship.
- The internship book can be delivered in 3 ways: in **person**, with **relative** and by **cargo**.
- **Address information** for cargo delivery: İstanbul Gelişim Üniversitesi
Mühendislik ve Mimarlık Fakültesi Dekanlığı/ Cihangir Mah. Petrol Ofisi Cad.
GELİŞİM TOWER K Blok, No:3-5, Kat: 19, 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 Civil Engineering.



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.