



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 İSTANBUL GELİSİM UNIVERSITY INTERNSHIP DIRECTIVE (Directive Adoption: Senate Decision dated 17.07.2024 and numbered 2024-12-08).

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:
 1. [Click](#) For Sample Internship Application Form
 2. Internship Directive: https://resim.gelisim.edu.tr/YONETMELIK_YONERGE/stajyonergesi_05_04_2023.pdf
 3. Compulsory Internship Application Form: <https://oidb.gelisim.edu.tr/en/page/form-and-documents>
 4. Internship Book: <https://oidb.gelisim.edu.tr/en/page/intern>

*Please print out the internship book without removing any pages.

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:** Students can do their summer internship abroad. However; **the student will not be able to benefit from our university's insurance related to internships.** For this reason, he/she must have private health insurance. **During the internship application, the internship application form and the notarized private health insurance must be submitted to the faculty secretariat** on the 19th floor. The relevant directive article is copied below.

"İSTANBUL GELİŞİM ÜNİVERSİTESİ STAJ YÖNERGESİ(17.07.2024 tarih ve 2024-12-08 sayılı Senato Kararı) Staj Başvurusu MADDE 10 –(2) Zorunlu ve isteğe bağlı stajlar için yurt dışından staj kabulü alan ve staj süresince özel sağlık sigortası yaptırdığını belgeleyen öğrenciler ile Erasmus Staj Hareketliliğinden yararlanarak staj yapmalarına ilgili yönetim kurullarca izin verilen öğrenciler için Üniversite tarafından bir sigorta işlemi yapılmamaktadır." gereğince **yurt dışında yaz stajı yapacak öğrenciler özel sağlık sigortasını yaptırarak sigorta evrağını ve fakülte dekanının, bölüm başkanının ve kuruma imzalatmış olduğu zorunlu yaz staj formunu fakülte sekreterliğine teslim ederek fakülte yönetim kararı ile tarafımıza ulaştığı takdirde zorunlu yaz staj yapabilecektir.**

STEP 2. HOW DO I APPLY FOR INTERNSHIP?

- **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 typed on the computer 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 **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 15. 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 15. 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, Kat: 15, No: 9, 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.

INTERNSHIP INFORMATION ACCESS SCREEN

mmf.gelisim.edu.tr/en/akademik-department-architecture-(english)



ABOUT ADMINISTRATION STUDENT ACADEMIC CONTACT INFORMATION CAMPUS MAP Contact

Faculty of Engineering and Architecture > Departments > Architecture (English) > Homepage

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Happy World Architecture Day!

World Architecture Day Press Release: Architecture for Healthy Livable Cities!

10 October Monday

READ



Two articles have been published by Res. Asst. Betül GÖK

05 January Wednesday

READ



Sustainable and Nutritionally Responsive Food Systems: A Planetary Frontiers Approach

2020/21 Mercator-IPC Researcher Özge Geyik's analysis titled "Sustainable and Nutritionally Responsive Food Systems: A Planetary Limits Approach" has been published.

21 December Tuesday

READ

THINGS TO BE CONSIDERED IN THE INTERNSHIP APPLICATION FORM.



ISTANBUL GELISIM UNIVERSITY VOLUNTARY SUMMER INTERNSHIP FORM

No: 47476978.773.02.....

Attach a photo
(optional)

Our students are obliged to do internship / professional practice in institutions and organizations until the end of their education period. Our student wishes to engage his/her internship at your institution, and student's insurance Premium obligation during the internship / Professional practice is the responsibility of our institution.

Director / Vice-Director.
(Name, Surname, Signature)

STUDENT INFORMATION

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Name-Surname | |
| Department | |
| Student No – Course | |
| Phone Number / E-mail | |
| Address | |
| * Within the scope of PDPL (Personal Data Protection Law) your data is under the protection of Istanbul Gelisim University. I have given consent to the university to save my personal data; during my internship whatever data in the Internship Contract and Internship Form to be passed to the institution where my internship is to be undertaken. | |
| Signature: | |
| Date: | |

INSTITUTION INFORMATION WHERE INTERNSHIP IS TO BE UNDERTAKEN

| | | | |
|-----------------------------------------------------------------------------------------------------------------|----------|----------------------|--|
| Name | | | |
| Address | | | |
| Production/Service Field | Phone No | | |
| E-mail | Fax No. | | |
| Web address | | | |
| *Internship Start Date | | *Internship End Date | |
| Weekly work days | | Total work days | |
| Is there any other insurance from another institution? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |

* Determine your internship dates without including official holidays and religious holidays. If there is a mistake in the dates, even if the signatures are completed, you still need to refill out and sign the form again.
* Where necessary student must possess an APRON card. If so, they must apply for his card 15 working days before the commencement of the internship.

EMPLOYER INFORMATION OR THE AUTHORISED PERSON'S INFORMATION

| | | | | |
|----------------|--|--------------------------|-----|----|
| Name-surname | | Do you work on Saturday? | Yes | No |
| Duty and Title | | Signature and Seal | | |
| E-mail | | | | |
| Date | | | | |

| STUDENT'S SIGNATURE | APPROVAL BY THE HEAD OF DEPARTMENT | APPROVAL BY STUDENT AFFAIRS DEPARTMENT |
|----------------------------------------------------------------------|------------------------------------|---------------------------------------------|
| I, hereby, declare that the information on this document is correct. | Title, Name and Surname | The student's social security is activated. |
| Date: | Date: | Date: |

NOTE: THIS FORM MUST BE FILLED ONLINE; AND 3 PRINTOUTS WILL BE REQUIRED TO BE SIGNED AS ORIGINAL DOCUMENTATIONS. THEREAFTER THESE DOCUMENTS MUST BE APPROVED BY THE STUDENT AFFAIRS NO LATER THAN 10 DAYS BEFORE THE COMMENCEMENT DAY OF THE INTERNSHIP. OTHERWISE, INTERNSHIP ENTRIES CAN NOT BE MADE.

While calculating the number of internship working days **public holidays** should not be included in the internship working days.

The authorized person from the internship must be an **Architect or Civil Engineer**.

In addition to the signature and stamp, **the chamber registration number** of the authorized person from the internship must be added.

According to the internship directive, official and religious holidays are not considered as internship working days. Please apply for your internship by taking these dates into consideration.

| Tarih | Bayram adı |
|-------------------------------------------|-----------------------------------------|
| 1 Ocak | Yılbaşı |
| 23 Nisan | Ulusal Egemenlik ve Çocuk Bayramı |
| 1 Mayıs | Emek ve Dayanışma Günü |
| 19 Mayıs | Atatürk'ü Anma, Gençlik ve Spor Bayramı |
| 15 Temmuz | Demokrasi ve Millî Birlik Günü |
| 30 Ağustos | Zafer Bayramı |
| 29 Ekim | Cumhuriyet Bayramı |
| <i>değişken-</i> Ramazan ayından sonra | Ramazan Bayramı |
| <i>değişken-</i> Ramazan ayından sonra | Kurban Bayramı |

ISTANBUL GELİŞİM UNIVERSITY STUDENT INTERNSHIP DATA SHEET

1. To be filled in by the student.

| | | | |
|-----------|-----------------------------------------------|-----------------------------------------------|-----------|
| Student's | Name - Surname | TR. ID No. | |
| | Faculty/HS/VSS | Department/Program | |
| | Student No | Duration of the Internship | Work Days |
| | 1st Group Internship <input type="checkbox"/> | 2nd Group Internship <input type="checkbox"/> | |

2. The part to be filled by the internship institution (*)

| | | | | | | | | |
|-------------------------------------------------|----------------------------------|------------------|---------------------------------------------------|---|---|---|---|---|
| Student's | Start Date of Internship | .../.../20... | EVALUATION | A | B | C | D | E |
| | Date of Completion of Internship | .../.../20... | Attendance at Work | | | | | |
| | Number of Days Worked | Work Days | Diligence | | | | | |
| | Days Off | Work Days | Behavior towards his/her superiors and colleagues | | | | | |
| | | | Overall Success Status | | | | | |
| A-Very Good; B-Good; C-Moderate; D-Pass; E-Fail | | | | | | | | |
| Institution Name | | | | | | | | |
| Address | | | | | | | | |
| Document Approved By | Name - Surname | Approval / Stamp | | | | | | |
| | Position | | | | | | | |
| | Date | | | | | | | |
| | Signature | | | | | | | |

3. The part to be filled by the internship committee

| EVALUATION | | A | B | C | D | E |
|-------------------------------------------------|--------------------------------------|---|---|---|---|---|
| Institution Executive's Evaluation | Overall Success Status in Internship | | | | | |
| Internship Committee Evaluation | Arranging the Record Book | | | | | |
| | Examination of the Issues | | | | | |
| | Conclusion | | | | | |
| A-Very Good; B-Good; C-Moderate; D-Pass; E-Fail | | | | | | |

| Committee Members | | Signature | INTERNSHIP COMMITTEE DECISION working days have been accepted. .../.../20... |
|-------------------|--|-----------|---------------------------------------------------------------------------------------------|
| Name - Surname | | | |
| Name - Surname | | | |
| Name - Surname | | | |

T.C. ISTANBUL GELİŞİM ÜNİVERSİTESİ ZORUNLU YAZ STAJ FORMU

Sayı: 47476978.773.02

Öğrencilerimizin öğrenim süresi sonuna kadar kurum ve kuruluşlarda staj/mesleki uygulama yapma zorunluluğu vardır. Aşağıda bilgileri yer alan öğrencimiz staj/mesleki uygulamasını kurumumuzda yapmak istemektedir. COVID-19 vb gibi bulaş riskine karşı T.C Sağlık Bakanlığı COVID-19 salgınına yönelik hazırlanan Bilim Kurulu rehberine göre alınması gereken önlemlere tam ve eksiksiz uyulması öğrencimizin sorumluluğundadır. Öğrencimizin staj/mesleki uygulama süresince sigorta prim ödeme yükümlülüğü kurumumuza aittir. Göstereceğiniz ilgiye teşekkür eder, çalışmalarınızda başarılar dileriz

Dekan / Müdür / Dekan Yrd. / Müdür Yrd.
(Ad, Soyad İmza)

ÖĞRENCİ BİLGİLERİ

| | | | |
|--------------------------------------------------------------------------------------------------|-----------------------|--|--|
| Adı-Soyadı | | | |
| Fakülte/Yüksekokul | | | |
| Bölüm/Program | | | |
| Sınıfı/Öğrenci No | | | |
| Cep Telefonu | | | |
| STAJ YAPILACAK KURUM BİLGİLERİ | | | |
| Adı | | | |
| Adresi | | | |
| Ünvan/Hizmet Alanı | Telefon No | | |
| * Staj / Başlama Tarihi | * Staj / Bitiş Tarihi | | |
| Haftalık İş Günü Sayısı | Toplam İş Günü | | |
| Başka bir kurumda sigortası var mı? Evet <input type="checkbox"/> Hayır <input type="checkbox"/> | | | |

* Staj tarihlerini belirlerken resmi tatil ve dini bayramları dâhil etmeden belirleyiniz. Tarihlerde yanlışlık olması halinde imzalar tamamlanmaz; olsa dahi formu tekrar doldurup imzalatmanız gerekmektedir.

İŞVEREN VEYA YETKİLİNİN BİLGİLERİ

| | |
|-----------------|--------------------------------------------------------------------------------------|
| Adı Soyadı | Cumartesi Çalışıyor mu? Evet <input type="checkbox"/> Hayır <input type="checkbox"/> |
| Görev ve Ünvanı | İmza ve Kaşe |
| E-posta adresi | |
| Tarih | |

*KVKK (Kişisel Verilerin Korunması Kanunu) kapsamında; verileriniz İstanbul Gelisim Üniversitesi kurumuna aittir. Staj süresince Üniversite'ye verdiğiniz kişisel verilerimin, Üniversite tarafından saklanması; İş yeri Staj Sözleşmesindeki ve Staj Formundaki kişisel verilerimin, staj yaptığım İşverene aktarılmasına rızam ve muvafakatim vardır.

| ÖĞRENCİNİN İMZASI | MÜDÜRLÜK/DEKANLIK/ BÖLÜM/PROGRAM BAŞKANI ONAYI | ÖĞRENCİ İŞLERİ ONAYI |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------|
| Belge üzerindeki bilgilerin doğru olduğunu bildirir. COVID-19 salgını nedeniyle karışabileceğim tüm sağlık problemlerinden tüm sorumluluğum tarafıma ve aklıma sırt olduğum. Bu konuda herhangi bir hak talebinde bulunmayacağımı kabul, beyan ve taahhüt eder, staj yapacağım adı geçen firmayla ilgili Staj evraklarımı onaylanmasını saygılarımla arz ederim. | Ünvan, Adı ve Soyadı /Kaşe | Sosyal Güvenlik Kurumuna Staj başlama giriş işlemi yapılmıştır. |
| İmza: | İmza: | İmza: |
| Tarih: | Tarih: | Tarih: |

NOT: BU FORM BİLGISAYAR ORTAMINDA DOLDURULMALIDIR. GEREKLİ İMZALAR TAMAMLANDIKTAN SONRA STAJ BAŞLAMA TARİHİNDEN EN GEÇ 10 GÜN ÖNCE, STAJ İŞLEMLERİN BAŞLATILMASI GEREKMEKTEDİR.

**YOUR INTERNSHIP DATES
IN OBIS MUST BE THE
SAME AS THE DATES IN
YOUR INTERNSHIP BOOK.
OTHERWISE, YOUR
INTERNSHIP MAY BE
REJECTED.**

YOU CAN CHECK YOUR
INTERNSHIP DATES BY
LOGGING INTO OBIS AND
THEN FOLLOWING THE
STEPS IN THE IMAGE.

Registered Courses Register for new courses Grades Course Program Exam Dates Absence Financial Information

Announcement ON MONDAY, OCTOBER 28, THERE WILL BE NO LESSONS. STUDENT AFFAIRS DEPARTMENT October 25, 2024

Announcement ABOUT CANCELLATION OF OPTIONAL PREPARATORY CLASS STUDENT AFFAIRS DEPARTMENT October 07, 2024

Announcement CANCELLATION OF MIM221-BUILDING MATERIALS I COURSE DEAN'S OFFICE OF FACULTY OF ENGINEERING AND ARCHITECTURE October 30, 2024

Announcement COURSE CANCELLATION AND MAKE-UP ANNOUNCEMENT DEAN'S OFFICE OF FACULTY OF ENGINEERING AND ARCHITECTURE October 23, 2024

Announcement COURSE CANCELLATION AND MAKE-UP ANNOUNCEMENT DEAN'S OFFICE OF FACULTY OF ENGINEERING AND ARCHITECTURE October 23, 2024

Announcement ABOUT 2024-2025 FALL SEMESTER EXAMS STUDENT AFFAIRS EDUCATION AND TRAINING DIRECTORATE October 22, 2024

Announcement COURSE CANCELLATION AND MAKE-UP ANNOUNCEMENT DEAN'S OFFICE OF FACULTY OF ENGINEERING AND ARCHITECTURE October 13, 2024

Announcement COURSE CANCELLATION AND MAKE-UP ANNOUNCEMENT DEAN'S OFFICE OF FACULTY OF ENGINEERING AND ARCHITECTURE

Registered Courses Register for new Courses

Faculty Program Exam Dates Absence Financial Information

FACULTY OF ENGINEERING AND ARCHITECTURE Staj Bilgileri

Ana Sayfa > Staj Bilgileri

| STAJLARIM | | | | | | | | |
|-----------------|--------------------|-------------------|-------------------|----------------|--------------------|-----------------|-------------------------|-----------|
| ÖĞRT.YILI | STAJ YAPTIĞI FİRMA | STAJ BAŞLA TARİHİ | STAJ BİTİŞ TARİHİ | İŞ GÜNÜ SAYISI | MAZERET GÜN SAYISI | STAJ GÜN SAYISI | ZORUNLU STAJ GÜN SAYISI | KAPSAMI |
| 2023-2024-YAZ | ANGINI MIMARLIK | 15.08.2023 | 31.08.2023 | 5 | 0 | 32 | 60 | YAZ STAJI |
| 2022-2023-YAZ | REYHAN MIMARLIK | 21.08.2023 | 26.09.2023 | 6 | 0 | 32 | 60 | YAZ STAJI |
| 2022-2023-BAHAR | REYHAN MIMARLIK | 13.07.2023 | 18.08.2023 | 6 | 0 | 32 | 60 | YAZ STAJI |
| T.S: 3 | | | | | | 96 | 60 | |