

MANDATORY INTERNSHIP / APPLICATION IN THE WORKPLACE

- **the Faculty of Engineering and Architecture** , the practice in the workplace is carried out in the summer term of the 3rd year or in the semester in which the Application Course is registered in the 4th grade, as 28 working days.

*Students studying in departments that do not have a Compulsory Internship can do internship voluntarily if they wish.

*For detailed information, please refer to the relevant Faculty/School internship directive. **from the link** you can reach.

VOLUNTEER INTERNSHIP

Students studying in all faculties/schools and departments of our university can do internships voluntarily if they wish. During the voluntary internship period, Occupational Accident and Occupational Disease insurance transactions are carried out by the University, and for this , all necessary internship procedures must be completed on the student page of "arelkariyer.arel.edu.tr".

*For details, from the **Internship procedures guide in the link** get help.

SUPPORTING STUDENTS THROUGH ARELKAM INTERNSHIP ANNOUNCEMENTS

Arelkam announces the internship announcements of the companies it is a solution partner for students who will do compulsory internship / on-site practice in the announcements section of the Arelkariyer website. Our students can do their internships at the relevant companies if they are accepted by applying to the internship postings. Arelkam supports all students in finding an internship place through advertisements.

* In order for our students to apply for the postings, they must apply to Arelkariyer with their up-to-date curriculum vitae.

INTERNSHIP PROCEDURES

the " arelkariyer.arel.edu.tr" student page for internship procedures after agreeing with the company they will do internship with . After logging in as a member, students can complete the application process in the "INTERNSHIP > INTERNSHIP APPLICATION" tab by using the "Internship Procedures Guide". All details about the internship application procedures are in the guide, and you can easily perform your internship procedures by using this guide.

a copy of the Internship Approval Form/Internship Agreement in step 4, which is the last stage of the internship, to Arelkam at least 10 working days before the internship start date, the insurance procedures will not start, and the internship will be invalid if he/she does the internship.

*** Internship Procedures Guide**

MANDATORY INTERNSHIP / WORKSHOP PRACTICE RULES

Students who will do compulsory internship should pay attention to the internship rules in order not to have any problems during the internship process.

All students who will make Compulsory Summer Internship/Practice at Work must complete all internship procedures at "arelkariyer.arel.edu.tr" and submit a confirmed copy of the internship approval form/internship contract to Arelkam offices at least 10 working days before the internship start date.

Since internship insurance is made between the start and end dates of the internship written in the internship approval form/internship contract, internships cannot be made outside of these dates, and if done, it will be invalid.

Students who do Compulsory Summer Internship/Practice at Work are not entitled to absenteeism during the internship period. Excused absences can be made only with a health report obtained from full-fledged state hospitals due to force majeure health problems. In case of a report, Arelkam should be notified, the missing days with a report should be added to the end of the internship end period and the internship should be done as the number of missing days.

Internships cannot be done for less than seven and a half hours per day, except for the lunch break. Half-day work is not counted as an internship. Internships cannot be performed on Sundays and public holidays, and they are not accepted in case of internship. Students who do 'Practice in the Workplace' during the semester cannot also do internship/practice on the days when there are courses and exams.

Compulsory Summer Internship cannot be done less than 5 full days on weekdays. If the company works full-time on Saturdays, internships can also be done on Saturdays . However, students who take courses from the summer school can do internship together with the summer school, provided that they do internship 3 full days a week .

INTERNSHIP BOOK DELIVERY PROCESS

The internship book is given only to the students who do the Compulsory Internship/Workplace and must be filled by these students. Students who have completed their internship procedures can access the internship book prepared for their names from the “Internship Status” tab on the “arelkariyer.arel.edu.tr ” page. The internship book must be filled in completely by the students doing the compulsory internship and must be fully and completely approved by the company representative. Internship book delivery time may vary according to faculties. Internship books must be delivered to Arelkam offices within the time specified in the relevant Faculty/School internship directive. Otherwise, your internship book may not be accepted.

will submit the application file to the Department Head of which they are a student after they have the application file approved by Arelkam until the final exams of the semester in which the Application in the Workplace course is registered.

*Information about the rules for filling out the Internship Book can be **found here** . you can reach.

*For information about the Internship Book Delivery Times, you can find the **Faculty/School Internship Directives** here.

*Frequently Asked Questions about INTERNSHIP, **Internship FAQ** .