

INTERNSHIP PROCESS FLOWCHART

Department of Computer Engineering — Alanya University
Prepared in Accordance with the Internship Directive (YNG-KGS-006, Rev.08 — 22.04.2025)

IMPORTANT: MANDATORY REQUIREMENT FOR INTERNSHIP PLACEMENT
The company/institution where the internship will be conducted must employ **at least 1 (one) Computer Engineer**. Internships at workplaces that do not meet this requirement **will not be accepted** by the Internship Committee. Make sure to verify this condition when selecting your internship placement.

[i] SGK NOTICE: ABROAD & VOLUNTARY INTERNSHIPS
Social security (SGK) registration is **NOT provided by the University** in the following cases. It is the student's own responsibility:
1) Compulsory internships conducted abroad (including Erasmus+)
2) Voluntary (non-compulsory) internships, whether conducted domestically or abroad
Internships under the Erasmus+ Programme are subject to Internship Committee evaluation, followed by approval from the relevant academic unit's board of directors. (Article 8-2, Article 10-3)

1 PREPARATION PHASE Follow the dates announced by the Internship Committee



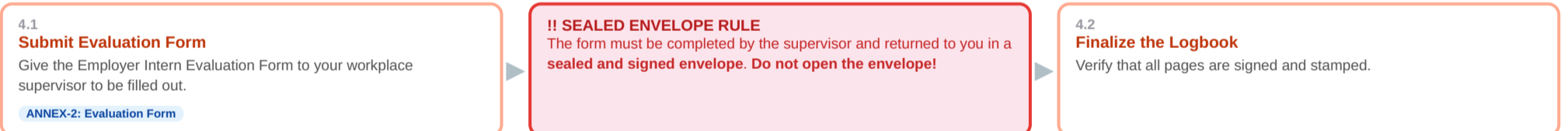
2 ADMINISTRATIVE PROCEDURES & SOCIAL SECURITY At least 7 days before internship starts



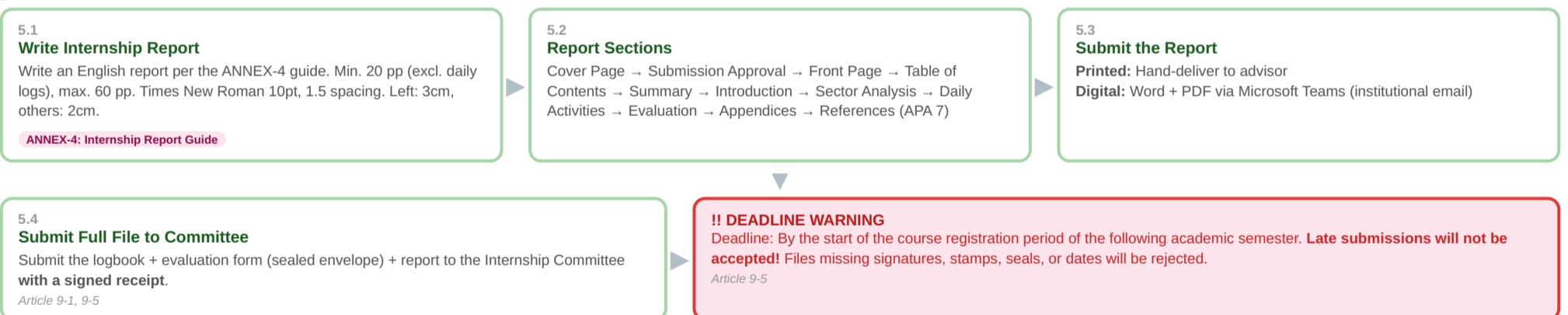
3 INTERNSHIP PERIOD 30 working days



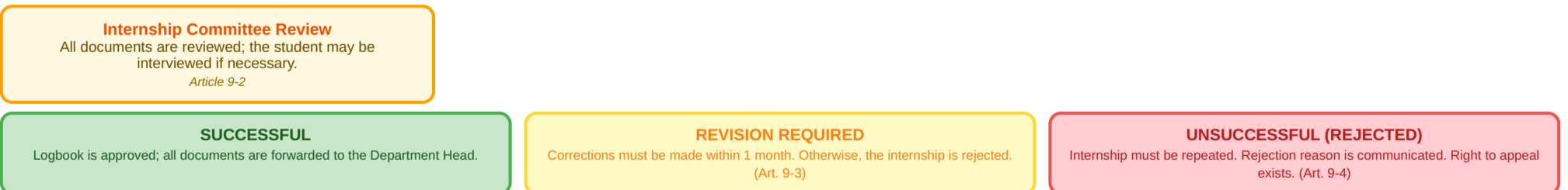
4 POST-INTERNSHIP: DOCUMENT COLLECTION Upon completion of internship



5 INTERNSHIP REPORT & SUBMISSION Within the first 2 weeks of the fall semester



6 EVALUATION & RESULT



PRE-SUBMISSION CHECKLIST

- Internship Application & Approval Form (ANNEX-1) — signed, stamped
- Employer Evaluation Form (ANNEX-2) — in sealed envelope
- Internship Logbook (ANNEX-4) — filled daily, every page approved
- Institution Information Form (ANNEX-3) — delivered to company
- Internship Report — printed copy (hand-delivered to advisor)
- Internship Report — digital copy (Word + PDF, via Teams)
- ID card photocopy (attached to the form)
- Submission Approval Page (Appendix-2) — signed, scanned