



Bilkent University

Information Systems and Technologies

CTIS

CTIS290 Summer Internship / 2024

Orientation Meeting

Feb 26 , 2024

Regulations document

- CTIS internship web page:
http://www.ctis.bilkent.edu.tr/ctis_internship.php
- “CTIS Internship Rules and Regulations” document (please read it since the items in it bind you)
 - [English](#)
 - [Türkçe](#)

Brief info

- Min 20 working days (4 weeks, weekends do not count)
- Personal info in the application form should be updated
- Internship abroad: intern handles all formalities
- Communicate via ctis290@bilkent.edu.tr
- Check announcements at ctis290.bilkent.edu.tr

Summer school reminders

- Maximum # courses to enroll in summer school is 2.
- If you enroll to courses in summer school, then you may start your internship after summer school ends and grades are announced:
 - ~ - starting August 09 2024

Are you eligible?

PAST = Number of departmental (CTIS-coded) courses that you owe (have not successfully passed) from the first four curriculum semesters.

at the end of SPRING semester:

```
if (PAST >= 7) then    you cannot perform Summer Internship this year.
else if (PAST <= 4) then    perform Summer Internship in June-August.
else    // PAST is 5 or 6
{
    take one (PAST:5) or two (PAST:6) course(s) in summer school.
    at the end of summer school:
    if (PAST<=4)    then perform Summer Internship in August.
    else    you cannot perform Summer Internship this year.
}
```

Finding a company

- You may follow the quotas provided for CTIS by the companies and apply them:
ctis290.bilkent.edu.tr
- You may find and recommend another company. In this case the company is being analyzed by CTIS (check next page)

Company eligibility

Following companies/departments are **not eligible**:

- Companies with less than 5 employees in total or having less than 3 employees in the related department.
- 'Startup' companies with less than 2 years since the establishment of the company.
- Companies that do not have any employees other than our interns in the related domain (such as computer engineers or programmers).
- Companies requiring only sales related tasks from the interns.
- Companies requiring only data entry, reporting or managerial assistance related tasks from the interns.

Disciplinary action

- If you give wrong information about company or department eligibility:
 - your internship will not be accepted and
 - a disciplinary investigation will be carried out.

It is a job

- Intern is a company employee.
- Work ethics + company rules:
 - punctuality, dress code
 - responsibility, accountability
 - respect
 - communication
 - work skills

Type of Internship Online or Face-to-face ?

- Bilkent strongly supports F2F Internships.

On the other hand, ONLINE internships are allowed:

- If more than half of the full-time employees work online in the same department/unit of the company where the intern works

AND

- minimum 20% of the internship should be performed F2F (in person). (4/20 working days)

Leave of absence!

- Leave of absence is not allowed throughout the internship. In case of a **health problem or a similar exceptional** situation, it may be possible to take a leave of absence by **first getting the approval of the department** internship coordinator, then **informing the work place** and by **notifying the department secretary** on the days of the leave. In this case, the number of days allowed will be added to the end of the internship.
- Failing to comply with these rules results in an **Invalid Internship**. (clauses D.1, D.3)

Legal responsibilities -I

- Your insurance will be provided by the University (SGK health insurance). This insurance brings some responsibilities to you and the company.
- If you leave the city without informing your company, in case of an accident, your insurance will not be valid. Before leaving (even for ONLINE internship):
 - fill a form for your company,
 - ask your supervisor to send the same form to ctis290@bilkent.edu.tr
- If you have to leave the company for a day (doctor, illness, etc):
 - inform your supervisor
 - send an information e-mail to ctis290@bilkent.edu.tr (provide your report and any other evidence)

Legal responsibilities -II

- For all kinds of leave of absence (without notifying the department and the company) you will be responsible for all kinds of problems during that period of time, if you have any (insurance will not cover).
- If the company assigns you **tasks to be performed outside the company** (same or different city) then:
 - your supervisor have to inform CTIS via e-mail
 - and if you have any problem, the company will be responsible and your insurance will still be valid.

Important Dates -I

Candidate List: Subject to change at the end of the semester.

Send the following to ctis290@bilkent.edu.tr :

- **Application Form: March.29.2024, Friday (17:00)**
- **Company Info Form (earliest): MAY.31.2024, Monday (17:00)**

This deadline is for students who will start with the start of summer school. If you are planning to start later in **July** or **August**, send the forms at least **10 days before the start**: this is crucial for company approval and insurance operations.

Important Dates -II

- **Internship starts:** June.06.2024 (earliest)
August.12.2024 (latest – after summer school)
- **Internship ends:** July.10.2024 (earliest)
September.09.2024 (latest – after summer school)
- Submit the following documents before the first day of Fall semester**
 - **Internship Report**
 - **Supervisor’s Evaluation**
 - **Workplace Evaluation Form**

**** If you are planning to go for *Erasmus+* Student Exchange **OR** enroll to **CTIS310** in the **Fall semester**, submit your report and other forms at the end of summer internship to receive a “S/U” grade for CTIS290 and be able to register CTIS310 before Fall semester add/drop date (OR be able to enroll to **SPRING** semester courses right after coming back from Erasmus+ exchange)**

Application Form & CV

**Application Form deadline:
MARCH.29.2024, Friday (17:00)**

- If you don't submit this form, you will be assumed that you will perform Summer Internship NEXT YEAR and you will not receive future internship announcements.

Make your CV ready for possible interviews.
You don't have to submit it to the department.

Company Information Form (CIF)

CIF deadline: MAY.31.2024, Friday (17:00)

- If not in CTIS company list then:
 - arrange a company on your own
 - better do this on March or April
 - submit CIF to CTIS via email
 - wait for approval: CTIS may approve or reject

Internship Report

Report deadline: Before the first day of Fall semester**

- Fill in the report template
- Explain your weekly duties in detail
- Submit Internship Report, Supervisor's Evaluation, and Workplace Evaluation to ctis290@bilkent.edu.tr

*** If you are planning to go for Erasmus+ Student Exchange OR enroll to CTIS310 in the Fall semester, submit your report at the end of summer internship to receive a "S/U" grade for CTIS290 and be able to register CTIS310 before Fall semester add/drop date (OR be able to enroll to SPRING semester courses right after coming back from Erasmus+ exchange)*

Internship Abroad

- “Internship Agreement” should be **signed by all parties** (Company, Intern, CTIS) *before the internship starts.*
- University will NOT provide insurance:
 - either the company should provide it or
 - you should organize a private insurance
- Send these documents to CTIS *before you start.*
- At the end of the internship provide the **copy of the related passport pages**: personal info, exit and entry seals, visa.

Workplace Evaluation

- You have to submit Workplace Evaluation Form together with your Internship Report to ctis290@bilkent.edu.tr
- This form is not part of the intern's assessment. It is used as a feedback for future internships, therefore it is still very important for you to evaluate the company objectively.

Reminder!

Send the following to ctis290@bilkent.edu.tr :

- **Application Form: MARCH.29.2024, Friday (17:00)**
- **Company Info Form: MAY.31.2024, Friday (17:00)**

This deadline is for students who will start summer internship with the start of summer school. If you are planning to start later in July or August, send the forms at least 10 days before the start: this is crucial for company approval and insurance operations.