



INTERNSHIP RULES AND REGULATIONS

May 1, 2019

A. OBJECTIVES

Our internship programs aims our students to:

- develop themselves by finding domains to apply what they have learnt so far,
- acquire new knowledge by applying new issues and practices,
- recognize business life and gain experience in human relations,
- experience the process of finding jobs,
- determine what their professional tendencies are,
- create job opportunities for post-graduation,
- be more successful in senior year courses using their internship experience and
- to investigate topics that will support their senior projects and to expand their horizons for coming up with creative project ideas.

Within this scope, our students are allowed to perform the following internship tasks:

- They can be involved in a project or they can develop a small project themselves in coding (known or newly learned programming languages), network, database, web, system development, mobile applications and security.
- They can gain experience in customer relations and sales. At this point, it is important that they get technically equipped about the the installation and use of the products they sell. Apart from this, they are not recommended to serve only as salespersons.
- They can take part in system management processes for problem solving or system support.
- They can be involved in the testing processes of a project by using various test modules and learn how to prepare test cases.
- They can take part in management assistantship processes, but internships including only these is not found sufficient.
- They can leave their workplace for client visits in order to perform support/service/sales tasks only if they notify our department prior to the visits.

B. BEFORE INTERNSHIP

1. Students who meet the prerequisites for CTIS 290 Summer Internship and CTIS 310 Semester Internship are eligible.
2. Students are required to find the companies themselves. In order to do this, they can also make use of the list of companies providing internship quotas for our department for the relevant period.
3. Students planning for the internship are obliged to fill in the Application Form (AF) and submit to the department secretary. Students who do not deliver this form on time can not perform the internship.
4. After engaging with a company, students have to fill in the Company Information Form (CIF) and submit to the department until the specified deadline. The form is reviewed by the internship committee and approved if the selected company meets the criteria. If it is not deemed appropriate, it is again the student's responsibility to find another company.
5. According to Article 5b of the Turkish Social Security Law No. 5510 students performing internships in Turkey must be insured against accidents at work and occupational diseases. Bilkent University is providing this insurance. This insurance may cover longer periods as long as it does not coincide with the next academic semester in the academic calendar.
6. Students who want to perform internship abroad must complete all the necessary formalities themselves. Copies of arrival and departure travel tickets and related passport pages must be delivered to the department at the end of the internship. Such internships are not insured by Bilkent University.

C. COMPANIES NOT SUITABLE FOR INTERNSHIP

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

D. DURING INTERNSHIP

1. 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.
2. Intern should comply with the working rules and code of ethics of the company (dress code, working hours, communication, working patterns, etc.).
3. Full-time study is required during the internship. The internship will not be accepted and a disciplinary investigation will be started against the student in case he/she is found to be working part-time and/or from home.

E. AFTER INTERNSHIP

If the following documents are not delivered to the department before the specified date, the internship will be invalid:

1. Internship Report: completed including the conclusion part, sealed and signed by the company.
2. CEF: Company Evaluation Form – This is the form filled in by the assigned supervisor and sent to the department in a sealed envelope. Envelopes brought open shall not be accepted by the internship committee. The form can be delivered by the student or sent via mail. It is the student's responsibility to ensure that the form reaches the department at the end of the internship.
1. WEF: Workplace Evaluation Form – This form should be filled by the intern and is used to decide whether the firm is suitable for an internship in the future.

F. CTIS290: SUMMER INTERNSHIP

Students who are not attending the Summer School are expected to complete their Summer Internship in June-July. Other students must complete their internship after the end of Summer School.

1. The Summer Internship period is 20 working days. Internship should continue except public holidays. Weekend work is not considered as working day.
2. Number of departmental (CTIS-coded) courses belonging to the first four curriculum semesters, which the student did not successfully complete yet, should be maximum 4. If this number is 5 or 6 then the student can enroll to courses in Summer School and if the student successfully passes them then the student can perform internship in August. If this number is ≥ 7 then Summer Internship is delayed to the next summer. A student who is selected for the ERASMUS+ exchange program and who has to go abroad in August and who has 5 CTIS courses from the first 4 semesters of the curriculum is allowed to start the Summer Internship by taking a single course in Summer School. In this case, the duration of the internship is extended according to the weekly hours of the course.
3. The students who are found to be in a regular and productive internship and having the documents mentioned above completed are considered successful receive a "S"atisfactory grade. Failing to fulfill any one of these requirements results in an "U"nsatisfactory grade and these students will be required to complete the Summer Internship in the next summer period.

G. CTIS310: SEMESTER INTERNSHIP (9 credits)

1. The duration of the Semester Internship is 14 weeks from the beginning of the classes to last day of the classes. Internship continues during the holidays provided by the university. The official public holidays are outside the scope of the internship.
2. Students who do not have a full scholarship and who have only CTIS310 pay half of the semester tuition fee. A maximum of 1 (one) course can be taken with CTIS310 where in this case the student pays the full semester tuition fee.
3. Application requirements:
 - Having a "S"atisfactory grade from CTIS290.
 - Having a minimum CGPA of 1.80.
 - Number of departmental (CTIS-coded) courses belonging to the first five curriculum semesters, which the student did not successfully complete yet, should be maximum 4. If this number is 5 then the student can enroll to one of these courses during Semester Internship. If this number is ≥ 6 then Semester Internship is delayed to the next semester.
4. During the Semester Internship, an academic advisor from the CTIS academic staff is assigned to each student. The evaluation of the weekly assignments mentioned in the following table are done by this advisor, the report and the jury are evaluated by a jury of at least 3 academic staff and the company evaluation is carried out by the responsible and authorized supervisor in the company.

	count	total contribution
Weekly follow-ups	5	15%
Interim evaluation meeting	1	5%
Internship report	1	15%
Company evaluation	1	40%
End-of-semester jury	1	25%

Students who are assessed with these criteria receive a letter grade of 9 credits. As a result of all these evaluations, the students who are nominated by the company for the "Best Internship Award" are awarded before graduation.