PROCEDURES OF AND THE PROCESS FLOW CHART FOR INTERNSHIP STUDIES

STEPS OF INTERNSHIP

1. DETERMINATION OF THE ESTABLISHMENT
   - Time Interval: Between January and April

2. INTERNSHIP NOTEBOOK TO BE TAKEN
   - Time Interval: May

3. THE FILLING OF REQUIRED FIELDS IN THE NOTEBOOK
   - Time Interval: May

4. THE VALIDATION OF THE NOTEBOOK BY THE SECRETARIAT OF THE FACULTY
   - Time Interval: May

5. IF LETTER IS REQUIRED BY THE COMPANY, THE LETTER TO BE REQUESTED FROM THE STUDENTS’ OFFICE
   - Time Interval: Between June and September

6. INTERNSHIP
   - Time Interval: In 20 working days

7. THE FILLING OF INTERNSHIP NOTEBOOK AND ITS VALIDATION BY THE COMPANY AUTHORITIES
   - Time Interval: At the end of Internship

8. NOTEBOOK TO BE HANDED OVER TO DEPARTMENT SECRETARY IN A SEALED ENVELOPE
   - Time Interval: At latest two weeks following the start of the semester

9. THE ANNOUNCEMENT OF RESULTS BY THE INTERNSHIP COMMISSION
   - Time Interval: In December