Dear Students,

Due to the Covid-19 pandemic, the summer internship applications will be processed online as detailed below.

**Required documents for the summer internship 2020 (health insurance)**

Required documents for the summer internship are: [pdf copies of scanned original documents will be accepted under the condition that original documents with wet signatures to be submitted later.]

1. Acceptance letter from the company (or institution) (It should indicate if Saturday is a work day; students can work maximum 6 days per week)
2. Copy of the identification card
3. Intern Student Information Form (Stajyer Öğrenci Bilgi Formu) sent to the student's email address after filling out the application form in the following link <https://goo.gl/Q37D3J> (must be signed by both the student and the department internship coordinator)

These documents can be submitted to me by email (umer.khan@atilim.edu.tr). In order to check the documents easily, the following format for the filenames is requested.

XX399\_Name\_Lastname\_StudentNo\_AcceptanceLetter.pdf (Staj kabul yazısı)

XX399\_Name\_Lastname\_StudentNo\_ID.pdf (Kimlik fotokopi)

XX399\_Name\_Lastname\_StudentNo\_InternshipApplication.pdf (Stajyer Öğrenci Bilgi Formu)

XX499\_Name\_Lastname\_StudentNo\_AcceptanceLetter.pdf (Staj kabul yazısı)

XX499\_Name\_Lastname\_StudentNo\_ID.pdf (Kimlik fotokopi)

XX499\_Name\_Lastname\_StudentNo\_InternshipApplication.pdf (Stajyer Öğrenci Bilgi Formu)

**Important Note:**

In order to ensure that you would have social security insurance by the internship start date, the required documents listed above must be submitted to me at least 10 business days (2 weeks) before the student's internship start date. I will still accept applications up to 5 business days before the internship start date.

**Internship application process**

Internship application process will be as follows:

1. After filling out the application form in the <https://goo.gl/Q37D3J> link and receiving the Intern Student Information Form, student will sign the form and scan or take a photo of the signed form. Student will then send all internship application documents to me by email.
2. I will scrutinize your case for any deficiency. In case everything is fine, I will forward the case to the Faculty of Engineering Internship Coordinator (Dr. Dr. Ertan Sönmez). He is responsible for the final checks; afterwards, he will forward the case to the Directorate of Financial Affairs for the issuance of the insurance.
3. If required by the company, students can download their insurance document (SGK 4A İşe Giriş Çıkış Bildirgesi) as a pdf file from e-Devlet before their internship start date.

**Important Note:**

* Once the university is opened to the undergraduate students, students will need to bring the original application documents with wet signatures to me.
* The holidays listed below will not be considered as part of the internship period stated in the Intern Student Information Form.  If the company (or institution) holds a longer or shorter holiday period, this should be stated in the acceptance letter from the company and the student should put a note on the intern information form. Based on the Atılım academic calendar, the holidays during this summer are:

                15 July (Wed) – Democracy and National Unity Day

                30 July - 3 August (Thu - Mon) - Feast of Sacrifice (Eid al-Adha) (total 5 days)

                30 August (Sun) - Victory Day

* After filling out the application form in the <https://goo.gl/Q37D3J> link, an automatically generated email including the Intern Student Information Form (Stajyer Öğrenci Bilgi Formu)  is sent to the student’s email address. In that form, the internship period is automatically checked based on the holidays mentioned above and whether Saturday/Sunday is a work day or not. Unfortunately, Google Apps does not work properly when too many students are filling the application form at the same time and it does send the automatically generated email. In those cases, students should fill the attached [Intern Student Information Form](stajyer%20bilgi%20formu.pdf) by hand and provide exactly the same information they entered into the online application form. Students must fill the online form at <https://goo.gl/Q37D3J> at least once so that there must be an electronic record available.



**Summer Practice report**





The students are requested to access the Moodle course pages for the [MECE399](MECE399.pdf) and [MECE499](MECE499.pdf) guidelines, details related to the internship and summer practice report.

<https://moodle.atilim.edu.tr/mod/forum/view.php?id=65744>

<https://moodle.atilim.edu.tr/mod/forum/view.php?id=65894>

For reference only, the sample reports for [MECE399](MECE399_sample%20report.pdf) and [MECE499](MECE499_sample%20report.pdf) are also provided.

I would like to thank you for your help and time.

Sincerely,

Dr. Muhammad Umer Khan

Department of Mechatronics Engineering Internship Coordinator