

Internship Site User Guide for Internship Application via Digital Platform

Introduction

This guide is for the use of the institution where the student will perform their internship.

1. Internship Site Approval

1.1 Internship Site Online Approval Notification

- An SMS and e-mail will be sent confirming your approval.
- Take note of the single-use code included in the SMS/Email content.
- After the student fills in the information about the internship site and receives the approval of the Career Guidance Center, you will be informed via OASIS in SMS and e-mail format so that you can give approval. As the internship site, you must approve the relevant information.

SMS TEXT:

Dear [Company Official's Name / Surname],

[Student's Name/Surname], student of [University's Name] would like to perform internship on [Internship Start Date] - [Internship End Date] at [Company Name], [Company Department]. Internship application was made via OASIS.

Single-use code for approval: [Single-Use Code]

Please click the link below to approve:

[Approval Link]

Please give approval by [The deadline].

Thank You.

Izmir University of Economics

Career Guidance Center

E-MAIL TEXT:

Dear [Company Official's Name / Surname],

This mail includes the internship request of the student [Student's Name/Surname] from [University's Name] on [Internship Start Date] - [Internship End Date] at [Company Name], [Company Department]. The students made the internship application via University's online system.

Please use the following information to complete the approval process until the deadline:

- Student's Name/Surname: [Student's Name/Surname]
- University's Name: [University's Name]
- Internship Start Date: [Internship Start Date]
- Internship End Date: [Internship End Date]

Single-use code for approval: [Single-Use Code]

Please click the link below to approve:

[Approval Link]

Thank You.

Izmir University of Economics

Career Guidance Center

[Contact Info]

Single-Use Code Given to the Internship Site

Internship Control Procedures

Internship Application Procedures

You can view the internship application folder by entering the Internship Application Code in this section and you can approve or reject the application..

Internship Code

The Screen That Opens After Entering the Internship Site

Internship Control Procedures

Internship Application Procedures

You can view the internship application folder by entering the Internship Application Code in this section and you can approve or reject the application..

Internship Code

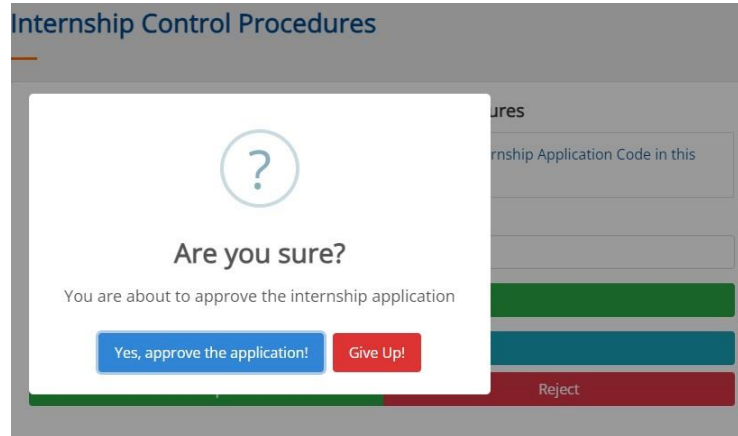
If the Internship Site rejects, the reason must be stated.

Internship Control Procedures

Are you sure?

You are about to reject the internship application

Approval Screen of the Internship Site



1.2 Manual Approval Notification to the Internship Site

- If the internship site does not agree to use the University's digital internship application platform, the student must download the internship acceptance form in pdf format and get a stamp and signature from the relevant internship site. After the approvals are received, student must upload the internship acceptance form in pdf format to the company approval section.
- When the student receives confirmation via e-mail from the internship site, he/she must clearly state name and surname in the relevant e-mail, and then, upload the relevant e-mail to the internship site approval section.

Sample Internship Acceptance Form Displayed by the Internship Site When Student Clicks the "View PDF" Button

1. ÖĞRENCİ BİLGİLERİ / STUDENT INFORMATION	
Adı Soyadı / Name-Surname	██████████
Öğrenci No / Student ID No	██████████
Fakülte ve Bölüm / Faculty and Department	MİHENDİSLİK FAKÜLTESİ - YAZILIM MÜHENDİSLİĞİ / FACULTY OF ENGINEERING - SOFTWARE ENGINEERING
Staj Başlangıç ve Bitiş Tarihleri / Internship Beginning And Completion Days	18/05/2024 - 27/05/2024
zorunlu Staj / Compulsory Internship	<input type="checkbox"/>
İkinci Staj / Voluntary Internship	<input checked="" type="checkbox"/>
ÖR Akademi Programı Stajı / Double Major Internship	<input type="checkbox"/>
Akademi Programı Stajı / Undergraduate Internship	<input checked="" type="checkbox"/>
Evl Adresi / Contact Address	██████████
Tel (S) / Phone	██████████
E-mail	██████████

2. STAJ YAPILACAK KURUMUN / THE INSTITUTIONS	
Formasyon Adı / Name of the Institution	İZMİR EKONOMİ ÜNİVERSİTESİ
Departman Adı / Name of the department	██████████
Firma Adresi / Address of Institution	İzmir/Batıçaya
Firma Web Sitesi / Website of Institution	https://karrier.ieu.edu.tr/
Tel / Phone	██████████
E-mail	ykb@ieu.edu.tr
Departman Yetkilisinin Adı / Name of the Responsible for Department	Deneme
Staj Yetkilisinin Adı / Name of the Responsible for Internship	██████████
Staj Yetkilisinin Telefonu / Phone of the Responsible for Internship	██████████
Staj Yetkilisinin Eğitim Bilgisi / Education of the Responsible for internship	Yüksek Lisans
Staj Yetkilisinin Unvanı / Title of the Responsible for Internship	Müdür

İZMİR STAJ İZLEMLERİ ÖZETİ / APPROVAL OF THE STAFF RESPONSIBLE FOR INTERNSHIP AT THE INSTITUTION	İZMİR STAJ KOMİTESİ ÖZETİ / APPROVAL OF İZMİR UNIVERSITY OF ECONOMICS INTERNSHIP COMMITTEE
<p>Öğrencinin stajını Kurumumuzda yukarıda belirtilen şartlar arasında yapmasına izin verilmektedir. / The person is permitted to do teacher internship at our institution on dates indicated above.</p>	<p>Yukarıda adı geçen öğrencinin belirtilen kurumdaki stajını yapmasına kurumumuz tarafından uygun görülmüştür / It is approved for our student, specified above, to do teacher compulsory internship at the institution indicated.</p>
<p>Firma Tarafından Onaylanmıştır / Approved by the Company (18/05/2024)</p>	
Adı Soyadı - İmza - Kapatma / Name-Surname - Signature - Stamp	Staj Komitesi / Internship Committee İmza / Signature

2. Insurance Procedures

2.1 Insurance covered by the University:

- The University insures students for occupational diseases within the specified date range, from the first year to their graduation, regardless of voluntary and compulsory internships (insurance can be made for a maximum of twenty weeks in voluntary internships; re-entry is required if you want to continue).
- After the completion of the process, the student who will perform internship will receive the SGK Employment Declaration via e-devlet on the start date of the internship.

2.2 Insurance covered by the Internship Site:

- If the institution where the internship will take place provides insurance, students must upload their SGK employment declarations to the system at least fifteen days before the start date of the internship. In order to fulfill this obligation, students must prepare an employment declaration that includes the start date of the internship.

3. Contact Info & Support

3.1 Platform Communication Tools:

- Please forward questions and concerns to staj@ieu.edu.tr.

3.2 Help & Support:

- Find answers to your questions using the help section on the platform.
- If you encounter technical problems, request help staj@ieu.edu.tr.