

Student User Guide for Internship Application via Digital Platform

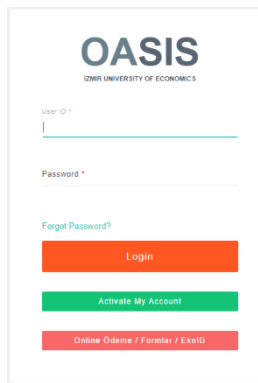
Introduction

This guide contains step-by-step instructions for students to apply for internships via the digital platform.

1. Login

1.1 Access to Oasis Platform:

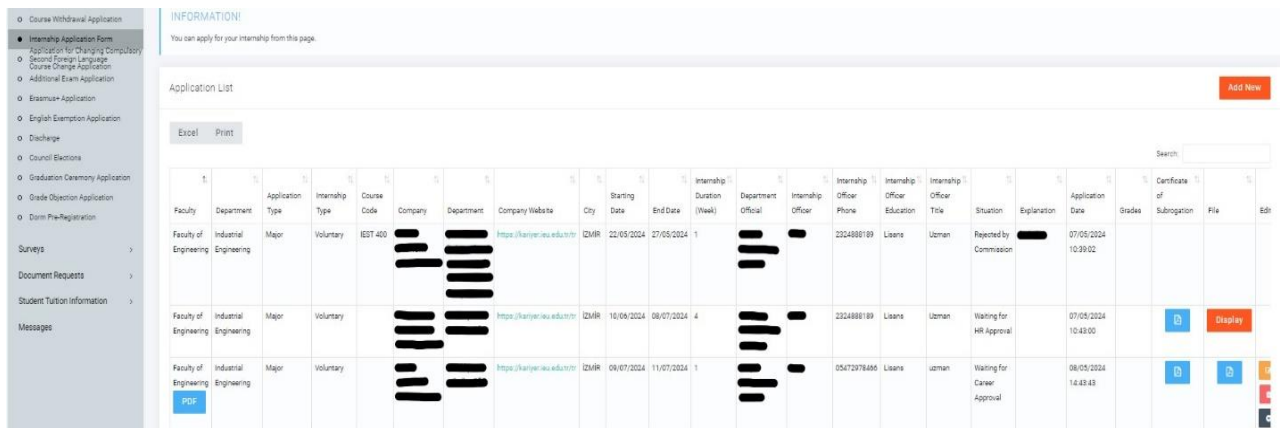
- Open your internet browser and go to the Student Information System (OASIS).
- Login with your username and password.



2. Internship Application Form

2.1 Internship Application Option:

- Find and click the "Internship Application Form" option in the Applications tab on the left menu on the home page.



Faculty	Department	Application Type	Internship Type	Course Code	Company	Department	Company Website	City	Starting Date	End Date	Duration (Week)	Department Official	Internship Officer	Internship Officer Phone	Internship Officer Education	Internship Officer Title	Situation	Explanation	Application Date	Grades	Certificate of Subrogation	File	Edit	
Faculty of Engineering	Industrial Engineering	Major	Voluntary	EST 400	[Redacted]	[Redacted]	https://karer.izmir.edu.tr/	IZMIR	22/05/2024	27/05/2024	1	[Redacted]	[Redacted]	2324880189	Lisans	Uzman	Rejected by Commission	[Redacted]	07/05/2024 10:39:02					
Faculty of Engineering	Industrial Engineering	Major	Voluntary		[Redacted]	[Redacted]	https://karer.izmir.edu.tr/	IZMIR	10/09/2024	08/07/2024	4	[Redacted]	[Redacted]	2324880189	Lisans	Uzman	Waiting for HR Approval		07/05/2024 10:42:00			[PDF]	Display	
Faculty of Engineering	Industrial Engineering	Major	Voluntary		[Redacted]	[Redacted]	https://karer.izmir.edu.tr/	IZMIR	09/07/2024	11/07/2024	1	[Redacted]	[Redacted]	05472978466	Lisans	Uzman	Waiting for Career Approval		08/05/2024 16:43:43			[PDF]	[PDF]	[PDF]

2.2 Adding Internship Application Option:

- Click the "Add New" button in the upper left corner to apply for your internship.

The screenshot shows a web application interface for managing internships. On the left is a sidebar with a menu including options like 'Course Withdrawal Application', 'Internship Application Form', 'Second Foreign Language', 'Course Change Application', 'Additional Exam Application', 'Exemption Application', 'English Exemption Application', 'Discharge', 'Council Elections', 'Graduation Ceremony Application', 'Grade Object Application', 'Dorm Pre-Registration', 'Surveys', 'Document Requests', 'Student Tuition Information', and 'Messages'. The main area is titled 'INFORMATION!' and contains an 'Add New' button. Below this is an 'Application List' table with columns for Faculty, Department, Application Type, Internship Type, Course Code, Company, Department, Company Website, City, Starting Date, End Date, Internship Duration (Week), Department Official, Internship Officer, Internship Officer Phone, Internship Officer Education, Internship Officer Title, Status, Explanation, Application Date, Grades, Certificate of Subrogation, File, and Edit. A red box highlights the 'Add New' button with the text '*Click the button to apply'.

2.3 Filling out the Application Form:

- Fill out the internship application form on the page that opens.
- Specify your Name-Surname, Student Number, Faculty, Department, Internship Start and End Date, compulsory internship/voluntary internship, double major/major and the company and department in which you want to perform the internship.
- Fill in the information of the internship site (Company Name, Department Name, Department Official Name and Surname, Department Official Contact Number and Email Address, Company Address).

*** Major program internship should be given a priority.***

New Application

Internship Start Date: gg.aa.yyyy

Internship End Date: gg.aa.yyyy

Duration of Internship Days: []

Internship Type: Please Select

Application Type: Please Select

Course Code: Please Select

Company Name: Please Select

Internship Company Dept: []

City: Seçiliz

Company Address: []

Company Phone: Lütfen telefon numarasını 0 ile yazınız.

Company Email Address: []

Name of Department Official: []

Name of Internship Officer: []

Phone number of Internship Officer: Lütfen telefon numarasını 0 ile yazınız.

Educational Information of Internship Officer: Please Select

Title of Internship Officer: []

3. Career Guidance Center and Internship Site Approval

3.1 Career Guidance Center Approval:

- If you fill out the application form completely, the Career Guidance Center will approve your documents via OASIS. You must follow the approval process on the OASIS screen.
- If there is incomplete information in the form, the Career Guidance Center will reject the internship application process and a response will be given stating the reason.
- If the Career Guidance Center rejects the internship, the student will be able to make adjustments in the internship application process.

*** The student cannot make any changes in the Digital Internship Acceptance Form after the approval of the institution where he/she will perform the internship.**

Applications

- 0 Course Withdrawal Application
- Internship Application Form
- 0 Application for Changing Compulsory
- 0 Second Foreign Language Course Change Application
- 0 Additional Exam Application
- 0 Erasmus+ Application
- 0 English Exemption Application
- 0 Discharge
- 0 Council Elections
- 0 Graduation Ceremony Application
- 0 Grade Objection Application
- 0 Dorm Pre-Registration

Surveys

Document Requests

Student Tuition Information

Messages

INFORMATION!

You can apply for your internship from this page.

Application List Add New

Print

Search:

Department	Application Type	Internship Type	Course Code	Company	Department	Company Website	City	Starting Date	End Date	Duration (Week)	Department Official	Internship Officer	Internship Officer Phone	Internship Officer Education	Internship Officer Title	Situation	Explanation	Application Date	Grades	Certificate of Subrogation	File	Edit
Industrial Engineering	Major	Voluntary	IEST 400	İZMİR EKONOMİ ÜNİVERSİTESİ	ÇOCUK ÜNİVERSİTESİ UYGULAMA VE ARAŞTIRMA	https://kariyer.ieu.edu.tr/	İZMİR	22/05/2024	27/05/2024	1	Kariyer Yönlendirme Merkezi	İlker	[REDACTED]	Lisans	Uzman	Rejected by Commission	fgghgh	07/05/2024 10:39:02				
Industrial Engineering	Major	Voluntary		İZMİR EKONOMİ ÜNİVERSİTESİ	BİLGİ İŞLEM MÜDÜRLÜĞÜ	https://kariyer.ieu.edu.tr/	İZMİR	10/06/2024	08/07/2024	4	Kariyer Yönlendirme Merkezi	İlker	[REDACTED]	Lisans	Uzman	Waiting for HR Approval		07/05/2024 10:43:00				
Industrial Engineering	Major	Voluntary		İZMİR EKONOMİ ÜNİVERSİTESİ	BİLGİ İŞLEM MÜDÜRLÜĞÜ	https://kariyer.ieu.edu.tr/	İZMİR	09/07/2024	11/07/2024	1	kariyer yönlendirme merkezi	İlker	[REDACTED]	Lisans	uzman	Waiting for Career Approval		08/05/2024 14:43:43				

Adjustment button.

3.2 Internship Site Approval:

- After you fill in the information about the internship site and receive the approval of the Career Guidance Center, your internship site will be informed via OASIS in SMS and e-mail format so that it can give approval. The internship site must approve the relevant information.
- If the internship site does not agree to use the University's digital internship application platform, you 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, you must upload the internship acceptance form in pdf format to the company approval section.
- When you receive confirmation via e-mail from the internship site, you must clearly state your name and surname in the relevant e-mail, and then, upload the relevant e-mail to the internship site approval section.

INFORMATION!
You can apply for your internship from this page.

Application List Add New

Excel Print

Faculty	Department	Application Type	Internship Type	Course Code	Company	Department	Company Website	City	Starting Date	End Date	Internship Duration (Week)	Department Official	Internship Officer	Internship Officer Phone	Internship Officer Education	Internship Officer Title	Situation	Explanation	Application Date	Grades	Certificate of Subrogation	File	Edit	
Faculty of Engineering	Industrial Engineering	Major	Voluntary	EST 400	[REDACTED]	[REDACTED]	https://kariyer.ieu.edu.tr/tr	IZMIR	22/05/2024	27/05/2024	1	[REDACTED]	[REDACTED]	[REDACTED]	Lisans	Uzman	Rejected by Commission	[REDACTED]	07/05/2024 10:39:02					
Faculty of Engineering	Industrial Engineering	Major	Voluntary	[REDACTED]	[REDACTED]	[REDACTED]	https://kariyer.ieu.edu.tr/tr	IZMIR	10/06/2024	08/07/2024	4	[REDACTED]	[REDACTED]	[REDACTED]	Lisans	Uzman	Waiting for HR Approval		07/05/2024 10:43:00				Display	
Faculty of Engineering	Industrial Engineering	Major	Voluntary	[REDACTED]	[REDACTED]	[REDACTED]	https://kariyer.ieu.edu.tr/tr	IZMIR	09/07/2024	11/07/2024	1	[REDACTED]	[REDACTED]	[REDACTED]	Lisans	uzman	Waiting for Career Approval		08/05/2024 14:43:43					

Downloading Internship Acceptance Form







4. Uploading Müstehaklık (health provision) /SGK Employment Declaration Documents

- Get your health provision eligibility certificate (müstehaklık) via e-devlet and upload your document in pdf format by clicking the "Add File" button in the Müstehaklık Document section.
- If your insurance will be paid by the institution where you will perform your internship, upload your SGK Employment Declaration in pdf format by clicking the "Add File" button in the Müstehaklık Document section.

INFORMATION!
You can apply for your internship from this page.

Application List Add New

Excel Print

Faculty	Department	Application Type	Internship Type	Course Code	Company	Department	Company Website	City	Starting Date	End Date	Internship Duration (Week)	Department Official	Internship Officer	Internship Officer Phone	Internship Officer Education	Internship Officer Title	Situation	Explanation	Application Date	Grades	Certificate of Subrogation	File	Edit		
Faculty of Engineering	Industrial Engineering	Major	Voluntary	EST 400	[REDACTED]	[REDACTED]	https://karier@ieu.edu.tr/	IZMIR	22/05/2024	27/05/2024	1	[REDACTED]	[REDACTED]	[REDACTED]	Lisans	Uzman	Rejected by Commission	[REDACTED]	07/05/2024 10:39:02						
Faculty of Engineering	Industrial Engineering	Major	Voluntary		[REDACTED]	[REDACTED]	https://karier@ieu.edu.tr/	IZMIR	10/06/2024	08/07/2024	4	[REDACTED]	[REDACTED]	[REDACTED]	Lisans	Uzman	Waiting for HR Approval		07/05/2024 10:43:00						
Faculty of Engineering	Industrial Engineering	Major	Voluntary		[REDACTED]	[REDACTED]	https://karier@ieu.edu.tr/	IZMIR	09/07/2024	11/07/2024	1	[REDACTED]	[REDACTED]	[REDACTED]	Lisans	uzman	Waiting for Career Approval		08/05/2024 14:43:43						

Button to upload Müstehaklık or Employment Declaration Document

5. IUE Internship Committee Approval

- After you fill out the online application form, approval will be given by your Internship Commission instructor after the Career Guidance Center and the Internship Site Approval.

6. Career Guidance Center Approval

- After the approval of the Career Guidance Center, the Internship Site, and Internship Committee instructor is received, the Career Guidance Center will approve the final version of your online application form.

7. My Applications

- Use the "My Applications" section to keep track of your applications.
- The status of your application, if accepted, will be displayed here.
- After the process is completed, your SGK Employment Declaration will be received via e-devlet on the internship start date.

8. Contact Info & Support

8.1 Platform Communication Tools:

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

8.2 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.

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

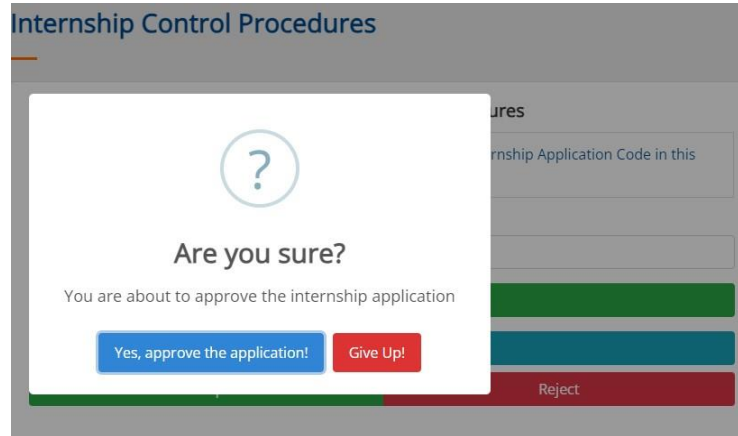
If the Internship Site rejects, the reason must be stated.

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

İZMİR EKONOMİ ÜNİVERSİTESİ STAJ KABUL FORMU (Staj yapılacak kurum tarafından staj öncesi doldurulacaktır)	
İZMİR UNIVERSITY OF ECONOMICS INTERNSHIP ACCEPTANCE FORM (This will be filled in before the internship by the institution in which the internship will be performed)	
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 Tarihi / Internship Beginning And Completion Date: 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	
Kurumun Adı / Name of the Institution: İZMİR EKONOMİ ÜNİVERSİTESİ	
Departmanın Adı / Name of the department: ██████████	
Kurumun Adresi / Address of Institution: İzmir/Bağcıova	
Kurumun Web Sitesi / Website of Institution: https://karrier.ieu.edu.tr/tr	
E-mail: ylb@ieueu.edu.tr	
Tel / Phone	██████████
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 İZLEMLERİNİ ÖNEREN / APPROVAL OF THE STAFF RESPONSIBLE FOR INTERNSHIP AT THE INSTITUTION	
Öğrencinin stajını Kurumumuzda yukarıda belirtilen şartlar arasında yapmasına kabul edilmelidir. / The person is permitted to do teacher internship at our institution on dates indicated above.	
Firma Yetkilisi / Responsible Staff of the Institution	
Adı Soyadı - İmza - Kapatma / Name-Surname - Signature - Stamp	██████████
İZMİR STAJ İZLEMLERİNİ ÖNEREN / APPROVAL OF İZMİR EKONOMİ ÜNİVERSİTESİ	
İzmirde edip geçen öğrenimden itibaren kurumda staj yapmaya katılmayacaktır / It is approved for our days, specified above, by the teacher compulsory internship at the institution indicated.	
Staj Komisyonu / 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.