

**HACETTEPE UNIVERSITY**  
**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**  
**FREQUENTLY ASKED QUESTIONS ABOUT INTERNSHIPS**

**1) Is it mandatory to complete prerequisite courses to be eligible for an internship?**

ANSWER: Yes, completing the prerequisite courses is mandatory. In order to actually start the internship, a passing grade must be obtained in these prerequisite courses.

**2) Can I apply for an internship while still taking prerequisite courses?**

ANSWER: Yes, you can apply. However, the internship start date must be after the announcement of final or resit exam grades.

**3) Can I do an internship while taking a summer school course?**

ANSWER: No, you cannot (except for ELE 401 and ELE 402 courses). Even if you are taking only one course, internships cannot be done during summer school.

**4) Where can I obtain the internship application documents?**

ANSWER: The required documents are available on the department's website.

**5) Should the documents be filled out digitally or by hand after printing?**

ANSWER: Both are acceptable. It is recommended to digitally insert a photo into the internship evaluation form and then print it in color. You can find information about how to fill out the internship forms under the title "Steps for Students Who Will Do an Internship" on our website.

**6) What is the first step after filling out the documents?**

ANSWER: FORM 1, FORM 2, and FORM 5 must be printed and submitted to the Department Internship Coordinator for approval. Documents taken to the company without departmental approval will be considered invalid. Other forms do not require the department's signature. Information about the forms is provided under the title "Steps for Students Who Will Do an Internship." For companies that do not require the Internship Obligation Form, only FORM 2 (Application and Acceptance Form for the Workplace) can be submitted.

**7) For only one of the ELE 389 or ELE 390 courses, how many working days of internship are required?**

ANSWER: At least 20 working days must be completed for only one course. Internships up to 29 working days count for one course only.

**8) Does a single internship of 30 working days or more count for both courses?**

ANSWER: Yes, it does.

**9) Is there a specific time frame for completing the internship paperwork?**

ANSWER: Yes, but it depends on the internship start date. As mentioned earlier, the forms (especially FORM 2) must first be approved by the Department Internship Coordinator. Afterwards, the forms must also be approved by the internship company and submitted back to the coordinator at least 20 days before the internship start date.

**10) How can I obtain the "work accident and occupational disease" insurance document required for the internship?**

ANSWER: Once all the required documents are processed, the insurance entry certificate must be obtained by students via the e-Government portal within the week prior to the internship start date.

NOTE: Some companies may request this document during application. Unfortunately, insurance procedures cannot be initiated unless FORM 2 is submitted to the department at least 20 days in advance. Due to the long insurance processing time, FORM 3 or FORM 4 must be submitted along with FORM 2, at least 20 days before the internship.

**11) How can I get information about the internship report to be prepared at the end of the internship?**

ANSWER: Information about the internship report is available on the department website under the title "Internship Report Preparation Guideline." (Completed reports must be submitted either bound with a cardboard cover or spiral binding. They should not be delivered in plastic folders or any other kind of folder.)

**12) What documents must be submitted to the Department Internship Coordinator after the internship ends?**

ANSWER: After the internship, the evaluation form (FORM 5) and FORM 7 will be placed in a sealed envelope by the company and given to the student. Students must submit this envelope, along with a transcript covering the last academic term and the internship report, to the department's internship coordinator. These documents can be submitted in the academic term following the internship.

**13) In which semesters can internship course coding be done?**

ANSWER: Each 20-day internship corresponds to one of the courses, either ELE 389 or ELE 390. However, since a grade will be given for these courses, course registration (coding) is done after the internship is completed. For example, if the internship was completed during the summer after the second year (4th semester), it will be coded in the fall semester (5th semester) of the third year. If completed after the third year, it will be coded in the fall semester of the fourth year. Internships done during the semester break can be coded in the following spring semester.

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