
 TED UNIVERSITY	SUMMER PRACTICE GUIDE FOR UNDERGRADUATE STUDENTS			
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1. Objective and Scope

This guide has been prepared in order to inform the related parties about the flowchart of the processes within the scope of *Internship Regulations for TEDU Undergraduate Students*.

2. Summer Practice Flowchart for Undergraduate Students

- The Career Center requests information on the trainee candidates from the Trainee Coordinator of the Department.
- Students make their applications at the earliest possible date (proposed dates are between February and April) and at the beginning of the process by following the valid dates announced for the company / institution / organization they are considering applying for.
- Undergraduate students those are admitted to the summer practice program fill out the “KYS-FR-16-ENG_Internship Approval Form” and have it signed by the prospective company.
- Upon receiving the approval of the company, students submit the form to the *Trainee Coordinator of the Department* for the review of the internship venue.
- Precisely filled-out forms, including all fields and required signatures, are to be submitted to the *Career Center* at least one week prior to the beginning of the internship, along with a photocopy of the ID card.
- The *Career Center* files the documents of the summer practice programs, which start on the same day.
- The *Career Center* notifies the *Financial Affairs Department* according to the starting date of the programs via EDMS (*Electronic Document Management System*) for the initiation of social security procedures.
- *Financial Affairs Department* completes the social security start-up procedures of the trainees and emails the related *Job Start-Up Notifications* to the *Career Center*.
- The *Career Center* prints out the submitted forms and emails them to the students in line with the Law on PDP.
- The *Career Center* attaches the social security notifications of the trainees to the relevant file based on the starting day of the program.
- Students must submit their requests to the *Career Center*, after the written or verbal approval of the Departmental Internship Coordinators, via e-mail for the extension

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or shortening of their social securities in case of any change in the ending date of their programs.

- The *Career Center* informs the *Financial Affairs Department* about the ending dates of the program via EDMS.
- The *Career Center* submits the names of the trainees whose programs have ended and requests the related exit procedures from the Financial Affairs Department via email on the same day.
- In the ending week of the program, the trainee must request the authorized person in the related institution to fill in the “KYS-FR-17-ENG_Trainee Evaluation Form”. The authorized person must print the filled-out form and submit it to the *Trainee Coordinator* in a sealed envelope or by e-mail via its supervisor.
- After the beginning of the academic year, the *Career Center* requests the salary receipts from the trainees who have received an internship salary and submitted a notification form for the unemployment fund subsidy. *The Center* shares the related information with the *Financial Affairs Department*.
- The *Career Center* attaches the summer practice information as an appendix to the diploma of those students who have taken the mandatory summer practice program and successfully completed it.

You can access all the related forms and documents through the following link:
<https://career.tedu.edu.tr/en/career/forms>