

# Mandatory Internship Announcement (SUMMER INTERNSHIP)

Dear students,

Summer internship applications will be made through the website <https://staj.sabis.sakarya.edu.tr>. Create your internship application by following the process steps listed below on the relevant link.

## INTERNSHIP AT THE END OF THE SPRING SEMESTER (Important !!!)

- Student must complete their internship applications through the website <https://staj.sabis.sakarya.edu.tr> at least 10 day before the starting date of their internship to ensure that insurance procedures are carried out smoothly. Applications made after the deadlines specified in the table below will not be considered under any circumstances.
  - 1st year students cannot do internships.
  - 2nd year students can do a single internship at the end of the spring semester.
  - 3rd and 4th year student can do two internship at the end of the spring semester.
- **The duration of the internship is twenty (20) business days.** (*Internship cannot be done on Saturdays-Sundays and any other holidays.*).Forms that do not comply deadlines specified in the attachment will not be evaluated.
- **You can find all the information regarding the internship at the “Student-Intership” link on the faculty and/or department websites and/or announcements section at <https://staj.sabis.sakarya.edu.tr> . Be sure to read department internship principles and department internship instructions in these links !!!**

## 2024 SUMMER INTERNSHIP DATES

Internships **must start** on the dates listed below.

Internship start	Intership ending	Deadline for applicaiton	Explanation
01 July 2024	29 July 2024	17 June 2024 At 00:00	Students who will not take courses in the other university summer school can apply.
22 July 2024	16 August 2024	8 July 2024 At 00:00	Students who will not take courses in the other university summer school can apply.
26 August.2024	23 Sept 2024	12 August 2024 At 00:00	Students who will not take courses in the other university summer school can apply.

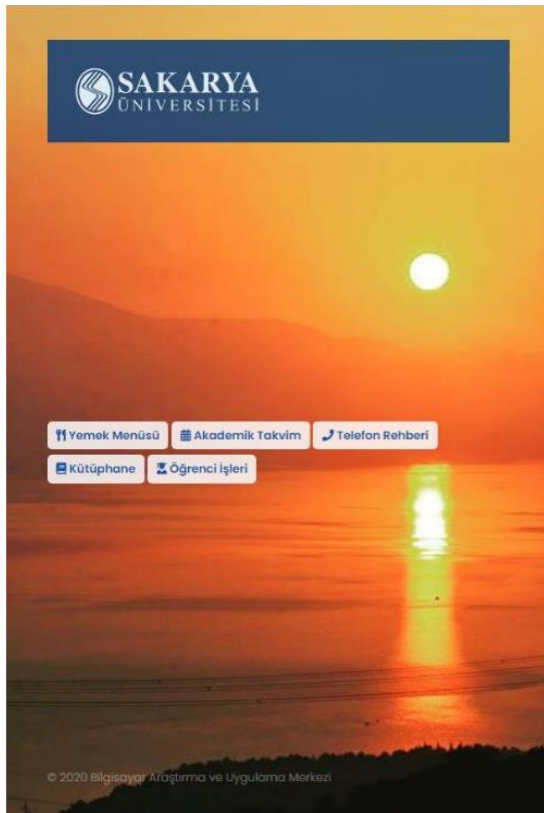
Internship unit manager **Gülcan KIHRI** Phone: 0264 295 5916, E-Mail:[gulcankihri@sakarya.edu.tr](mailto:gulcankihri@sakarya.edu.tr)

THE PROCESSES STUDENTS NEED TO DO FROM <https://staj.sabis.sakarya.edu.tr>

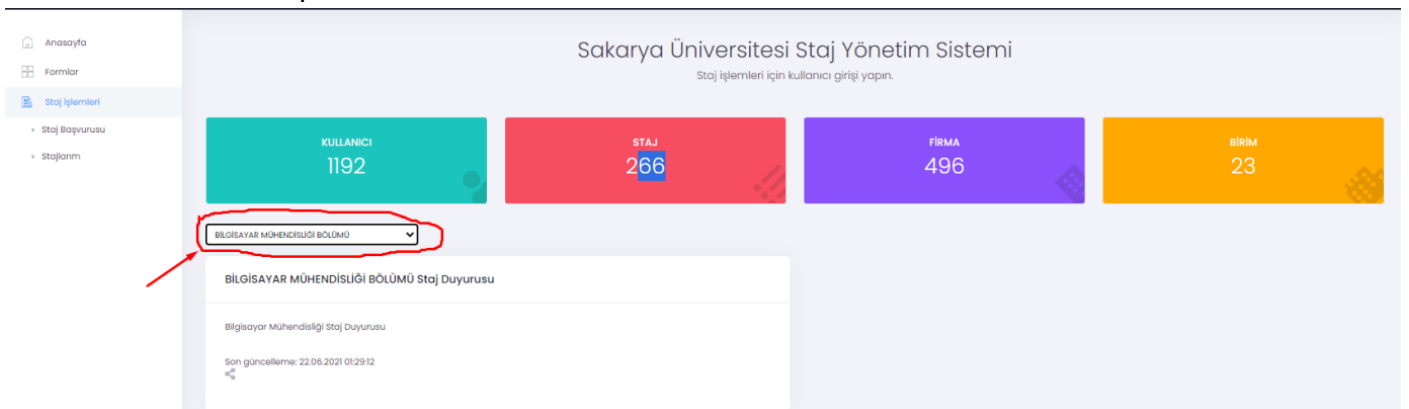
- 1- <https://staj.sabis.sakarya.edu.tr> Type the link in the address bar and click on the login link.



- 2- On the screen, type your sabis username (b111210000) in the username section and sabis password in the password section and click on the login link.



- 3- Department information is checked in the internship procedures section and the department of student is selected.



- 4- Click on the internship application link under the internship transactions box. Read the internship announcement text published by the department (STEP 1) on the opened screen. And proceed to STEP 2 by clicking the "Next Step" icon.

**5- STEP 2:** Enter your phone number information in the Student Information and GSS Declaration section. You do not need to enter an IBAN number. Finally, select the appropriate box for the General Health Insurance declaration, click on the “Next Step” icon, and proceed to STEP 3.

**6- STEP 3:** In the Internship Information and Company Information section, select the appropriate internship date from the dates defined by the department (pay attention to the date and description as specified in the department’s internship announcement, taking into account whether you will take classes in the summer semester.) Then, if the company where you will do the internship is defined in the system, select the company in the “Select the Company for Internship (Add Company)” section and click the “Next Step” button.

**NOTE:** If the company you want to intern at is not listed, enter the information of the institution where you want to intern by clicking the “ADD COMPANY” button and save it. In this case, the company where you will do the internship will be subject to approval by the internship commission. During this process, send an email to the relevant commission member providing a brief introduction about the company ( number of employees, areas of work, and whether there is an engineer in the company who works in the field where you will intern). You can continue your application process if the commission approves the registration of the company you specified. If the company is rejected, you cannot intern at that company

**6-1 Add Company** Enter the required information about the company in this field completely and click the save button.

**NOTE :** After clicking on the save button, the company you will do your internship will be approved by the internship commission. If the commission approves the company registration you specified, you can continue with your application. Otherwise, you cannot do an internship in this company

Anasayfa

Formlar

Staj İşlemleri

- Staj Başvurusu
- Stajlarım

Sisteme eklenen firma bilgileri yönetici tarafından kontrol edilerek onaylanacaktır.

Firma Sektör\*  
Bilşim

Firma Adı\*  
abc

Adres\*  
abc

Telefon\*  
5450 000 00 0\_

E-posta  
abc@gmail.com

Web sitesi  
https://www.abc.net

Firma Yetkilisi Adı ve Soyadı  
Ahmet ÖZDEMİR

**Kaydet**

After clicking “save”, the screen will return to the following state. You can track the status of your company’s approval on the “Internship Application” screen.

Anasayfa

Formlar

Staj İşlemleri

- Staj Başvurusu
- Stajlarım

Firma Ekle

Firma eklendi. Bölüm staj sorumlusu onayladıktan sonra sisteme eklenecektir.

**7- STEP 4: Internship dates.** Please verify your internship start date in this field. (The internship end date will be calculated automatically.) Then check the commitment confirmation checkboxes related to internship and click on the “Next Step” icon to proceed to Step 5.

Anasayfa

Formlar

Staj İşlemleri

- Staj Başvurusu
- Stajlarım

Adım 1 Uyarılar

Adım 2 Öğrenci Bilgileri & OSS Beyan

Adım 3 Staj Bilgileri & Firma Bilgileri

Adım 4 Staj Tarihleri

Adım 5 Sonuç & Onay

Staj başlangıç tarihi  
06.06.2022

Staj Süresi  
Staj süresi 06.06.2022 tarihinden itibaren 20 iş günüdür. Stajın bitiş tarihi (tahmini): 4.7.2022

Yukarıda belirtilen tarihler arasında 20 iş günlük stajımı yapacağım

Stajımın başlangıç ve bitiş tarihlerinin değişmesi veya stajdan vazgeçmem halinde en az (10) gün önceden ilgili eğitim (okul) birimine bilgi vereceğimi, aksi halde 5510 sayılı kanun gereği doğacak cezai yükümlülükleri kabul ettiğimi taahhüt ederim.

Önceki Adım **Sonraki Adım**

**8- STEP 5: Result- Approval:** In this field, you can generate or download the Internship Acceptance form, which is automatically created by the system. You need to have the Internship Acceptance form, which you have obtained in printed form, approved by the institution where you want to do your internship with a wet signature(The company's stamp and seal must also be applied in this field). Click the “Save” button to complete the first stage of the application.

**8.1-** After saving your internship applications with the “SAVE” button, you can track your application under the “My Internships” section on the left side of the main page. When you click on this section, a page will open as shown below, and you can delete your application by clicking on the “DELETE” button if you have made an incorrect application. By clicking on the “DETAILS” button, you can upload the approved version of the Internship Acceptance Form, which you have printed in STEP 5, to the system and submit your application for approval by the Internship Committee.

Firma	Birim	Staj Türü	Başlangıç Tarihi	Bitiş Tarihi	Staj Durum	Açıklama	İşlem
Nitra Oyun Yazılım Ltd. Şti.	BİLGİSAYAR MÜHENDİSLİĞİ BÖLÜMÜ	Staj I (Donanım Stajı)	06.06.2022	04.07.2022	Hazırlanıyor		Detay Sil

**8.1.1-** After clicking on the “DETAILS” section, please perform the upload process of the company-approved Internship Acceptance Form to the system from the “Browse” field, which is shown in the image below and marked with red.

**8.1.2-** Submitting the uploaded company-approved Internship Acceptance Form to the Internship Committee for approval: After ensuring that the Internship Acceptance Form you have uploaded as described above is uploaded correctly (you can view the uploaded form by clicking on the “view” button or you can re-upload the correct form using

the “delete” button in case of incorrect upload), you can submit it to the Internship Committee for approval by clicking on the “submit for approval” button as shown in the image below.

**Staj Adımları**

1. Staj başvurusu
2. Staj başvurusunun komisyon onayına gönderilmesi
3. Staj başvurusunun komisyon tarafından onaylanması
4. Staj SGK İşlemlerinin yapılması
5. Stajın yapılması: 05.06.2022 - 04.07.2022 tarihleri arasında staj yapılmalıdır.
6. Tamamlanan stajın evrak işlemleri
7. Staj evraklarının komisyon tarafından onaylanması
8. Staj mülakat randevu işlemleri
9. Stajın tamamlanması ve staj notunun oluşturulması
10. Staj notunun öğrencinin transkriptine işlenmesi

**Staj Dokümanları**

Stajın işlemlerinin tamamlanması için tüm belge türlerinin pdf olarak yüklenmesi gerekmektedir.

Doküman Adı	Doküman Türü	Ekleme Tarihi	Onay Durum	İşlem
10367856820_ayrılıs.pdf	StajKabulFormu (application/pdf)	1.01.0001 06.06.20	OnayBekliye	Gönderile

Staj başlangıç tarihinden önce Staj günlük defteri yüklenemez.  
Staj başlangıç tarihinden önce Staj Fişi yüklenemez.

**Staj Bilgileri**

Numara:	g1R230225
Öğrenci:	MUHAMMET ÇAĞATAY
Birim:	BİLGİSAYAR MÜHENDİSLİĞİ BÖLÜMÜ BİLGİSAYAR MÜHENDİSLİĞİ PR. (İÖ)
Firma:	NİRO OYUN YAZILIM LTD. ŞTİ.
Staj Türü:	Staj (Donanım Staj) (20 Gün)
Staj Tarihi:	05.06.2022 - 04.07.2022
Tahmini Staj Süresi:	21 Gün (Cumartesi ve Pazar hariç)

**Staj Görüşmeleri**

mesajına yazınız

Gönder

**NOTE:** The “Send for Approval” button will not appear without uploading the Application/Acceptance form to the system.

- If you submit it for approval, your application will be reviewed by the commission and, if deemed appropriate, will be approved or rejected. All of these processes will take place online and you do not need to bring any documents to the school.
- **After your application is approved, you can access your SGK entry document from the “My Internship” menu.**
- After this stage, you can do your internship on the approved dates.
- If your internship application is rejected, you must repeat the above steps and apply again.
- At the end of the internship, you will need to prepare and upload the required documents (**Internship notebook (to be filled out manually: if the company does not share their software codes, a note indicating that those codes cannot be shared should be added to the notebook)**, **Internship Evaluation Form (to be uploaded to the “Internship Record” section. This document is the evaluation from the company about your performance during the internship),** and **Business Internship Report (can be filled out on computer)**)
- After completing your internship, you should prepare and scan these documents and upload them to the system using the buttons that will be active under the “Internship Record” section located under the internship acceptance form button at the bottom of the screen shown in the visual in section 8.1.2.

INTERNSHIP COMMITTEE			
<b>Computer Department</b>	<b>Engineering</b>	Software Internship	Res. Assist. Feyza ÇEREZCİ
			Res. Assist. Ahmet ARSLAN
		Hardware Internship	Res. Assist. Nur Banu OĞUR
			Res. Assist. Hüseyin DEMİRCİ
<b>Information Engineering Department</b>	<b>System</b>	Business Internship	Res. Assist.. Ömer Faruk SEYMEN
			Res. Assist.. Ezgi ÇAKMAK
		Software Internship	Res. Assist. Ahmet Furkan SÖNMEZ
			Res. Assist. Fatma AKALIN
<b>Software Department</b>	<b>Engineering</b>	Software Internship – I	Res. Assist.. Nagihan ÇEKİÇ
		Software– Internship II	Res. Assist. Abdullah Salih BAYRAKTAR