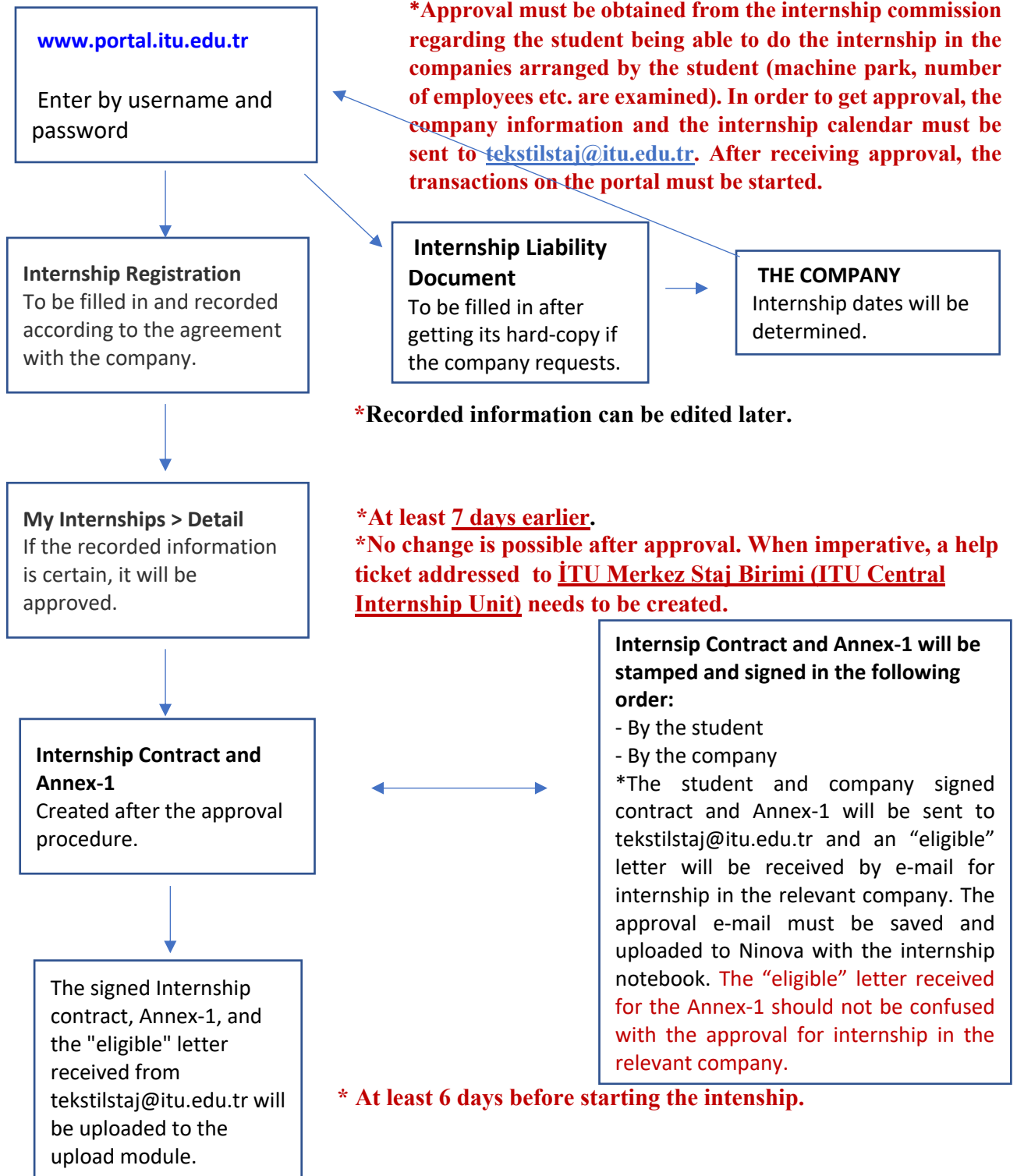


MANDATORY PROCEDURES TO BE CARRIED OUT REGARDING INSURANCE BEFORE THE INTERNSHIP



NOTE: In order to be able to register for internship, students who have not done internship before must complete Health and Safetey training by applying from www.portal.itu.edu.tr. STUDENTS WHO HAVE NOT TAKEN AND PASSED THE HEALTH AND SAFETY TRAINING ARE NOT ENTITLED FOR INTERNSHIP REGISTRATION. A STUDENT WHO IS UNSUCCESSFUL IN THE

EXAM WILL HAVE ACCESS TO THE SYSTEM BLOCKED FOR 3 DAYS. THE STUDENT MAY TAKE THE EXAM AGAIN AT THE END OF 3 DAYS.

PLEASE READ THE FOLLOWING EXPLANATIONS CAREFULLY

- 1-) Enter from www.portal.itu.edu.tr with username and password.
- 2-) Intern student downloads the “**Internship Liability Document**” from the **Documents**, fills it in and submits it to the company if the company requests that document, which tells that the internship is compulsory and that internship insurance is provided by the faculty.
- 3-) The company specifies the dates for the compulsory internship for the student. If the company works on Saturdays as well, this must be taken into account in determining the internship period and a letter stating that the company works on Saturdays must be received from the company.
- 4-) The following link is clicked and filled in “**Staj Kayıt**”.

Staj Bilgileri		Staj Belgeleri	
Öğrenci Ad - Soyad	Öğrenci İTÜ Numarası	Staj Sözleşmesi ve Ek-1 Formu 08.08.2019 23:42 tarihinde yüklenen formu buradan indirebilirsiniz.	Öğrencinin Yüklebileceği Tarih Aralığı: 31.07.2019 10:13-18.08.2019 23:59
Öğrenci Telefon	Öğrenci E-Posta	Ek-2 05.09.2019 24:19 tarihinde yüklenen formu buradan indirebilirsiniz.	Öğrencinin Yüklebileceği Tarih Aralığı: 02.09.2019 00:00-07.09.2019 23:59
Staj Zorunlu Mu?	Staj Tipi	Ek-3 22.09.2019 24:37 tarihinde yüklenen formu buradan indirebilirsiniz.	Öğrencinin Yüklebileceği Tarih Aralığı: 12.09.2019 00:00-17.09.2019 23:59
Firma Adı	Firma Adresi	Ek-4	Bu form, talep edildiği takdirde staj yapılan firma tarafından düzenlenir.
Firma Telefon Numarası	Firma Fax Numarası	Firma Devlet Katkısı Excel	Bu form, talep edildiği takdirde staj yapılan firma tarafından düzenlenir.
Firma E-Posta	Firma Kamu Kuruluşu Mu?	Ek-5: Erasmus + Staj Hareketliliği için Öğrenim Sözleşmesi	
Firma IBAN Bilgisi	Firma Banka Adı	Staj Raporu	
Firma Banka Şube Kodu	Firma Banka Şube Adı		
Firma Mersis No / Vergi Kimlik No	Firma Çalışan Sayısı		

Kapat

- In the field of “Staj Türü” (Type of Internship), only one of the following four types is written: Yarn (iplik), Weaving/knitting (Dokuma/örme), apparel/planning (konfeksiyon/planlama) or dying-finishing-laboratory (boya-terbiye-laboratuvar). In entering internship information into the Internship Registration System (Staj Kayıt Sistemi), students must do the entering separately for each type of internship **even if the company is the same for more than one type of intership**.
 - Full name of the company and the name of the city/town must be written in the field of Company Name (Firma adı), for example, ETF Tekstil Konfeksiyon İhr. Turizm San. Tic. A.Ş. İstanbul.
 - The number of days between the internship start date and internship end date must not exceed the number of days of compulsory internship. For the number of days of compulsory internship, please refer to
 - You are expected to enter company information, the internship start date and internship end date correctly and completely since the information you enter will be used for SGK insurance and also for evaluating your internship. You are allowed to edit or change the information you enter before confirmation.
- 5-) After entering all the information, click “save”.

Note: Saving only records the information into the memory under “Staj Bilgileri”. It is not the ultimate operation, **change is still possible**.

6-) After clicking “**Stajlarım > Detay**”, confirmation menu will be reached. Changing information is possible until fifteen days before the start day. The information entered is approved by clicking confirmation button.

Note: No change on internship information is allowed after confirmation. **In the case of extraordinary circumstances, a help ticket to [İTU Merkez Staj Birimi \(Central Internship Office\)](#) is to be issued.**

Note: Confirmation is allowed until fifteen days before the internship start date. So please **do** the internship confirmation **AT THE VERY LATEST 15 days before** starting the internship. Otherwise you cannot start internship on the required date.

7-) Documents of Annex-1, Annex-2 and Annex-3 appear after confirming the internship.

Staj Bilgileri	
Internship Informations	
Bölüm Department	Tekstil Mühendisliği
Firma Adı Company Title	Zorluteks Tekstil Tic. ve San. A.Ş.
Staj Türü Internship Type	İşlik
Staj Kapsamı Internship Scope	Normal Staj
Staj Yapılış Şekli Internship Style	Çevrimiçi Staj Online
Gün Sayısı Number of Days Worked	10
Başlangıç Tarihi - Bitiş Tarihi Start Date - End Date	27.08.2020 - 09.09.2020
Staj Günterini Yazdır Print the Internship Days	Türkçe English
Dönem Tipi Term Type	Kısa Dönem (Zorunlu Staj) Short Term (Mandatory Internship)
Staj Durumu Internship Status	İşten Çıkış Yapıldı Work Insurance Process Completed
Geçerlilik Validity	Geçerli Valid
SGK Belgelerini İndir Download SGK Documents	İşe Giriş Belgesi İndir Statement of Employment
	İşten Çıkış Belgesi İndir Termination Document

Staj Belgeleri		
Internship Documents		
Staj Sözleşmesi ve Ek-1A Formu Student Internship Contract and Appendix-1A 29.07.2020 16:54 tarihinde yüklediğiniz formu buradan indirebilirsiniz You can download the form you uploaded on 29.07.2020 16:54 here	Türkçe Form English Form Formu Yükle / Upload Form	Yükleyebileceğiniz Tarih Aralığı (Date Range You Can Upload) 24.07.2020 23:04-21.08.2020 23:59
Ek-2 Appendix-2 27.08.2020 14:46 tarihinde yüklediğiniz formu buradan indirebilirsiniz You can download the form you uploaded on 27.08.2020 14:46 here	Türkçe Form English Form Formu Yükle / Upload Form	Yükleyebileceğiniz Tarih Aralığı (Date Range You Can Upload) 27.08.2020 00:00-01.09.2020 23:59
Ek-3 Appendix-3 14.09.2020 13:18 tarihinde yüklediğiniz formu buradan indirebilirsiniz You can download the form you uploaded on 14.09.2020 13:18 here	Türkçe Form English Form Formu Yükle / Upload Form	Yükleyebileceğiniz Tarih Aralığı (Date Range You Can Upload) 09.09.2020 00:00-14.09.2020 23:59
Ek-4 Appendix-4	Formu İndir / Download Form	Bu form, talep edildiği takdirde staj yapılan firma tarafından doldurulur. This form will be filled in by the company that host the internship, if requested.
Firma Devlet Katkısı Excel Company Government Payment Excel	Formu İndir / Download Form	Bu form, talep edildiği takdirde staj yapılan firma tarafından doldurulur. This form will be filled in by the company that host the internship, if requested.
Staj Raporu Internship Report	Formu Yükle / Upload Form	Yükleyebileceğiniz Tarih Aralığı (Date Range You Can Upload) 09.09.2020 00:00-09.09.2021 00:00

- Annex-1 form is “Staj Kabul Yazısı” (**Internship Acceptance**), Annex-2 form is “Staj Başlama Belgesi” (Internship Start Document) and Annex-3 form is “Staj Bitiş Belgesi” (Internship End Document).
- Students who have entered and confirmed the internship information upload **Document Annex-1** that they have had the company approved to the system 6 days before the internship start date **AT THE VERY LATEST**.
- Internship Start Form (Annex-2) is filled in, approved by the company and uploaded by the student to Internship Module (Staj Modülü) in Portal within the **FIRST 5 DAYS** of internship start. Otherwise, your internship is automatically cancelled by the system!
- Internship End Form (Annex-3) is filled by the company and uploaded to the system from Portal within the **FIRST 5 DAYS** after the internship ended. Otherwise, your internship is automatically cancelled by the system!

8-) When you submit your Internship Report, in order for the results of the accepted internships to be entered into the system, your record needs to have been already created in the system. This is a technical requirement.

Consequently, it is **absolutely not possible** to do any internship entering of students who **have not already entered internship record**.

9-) You can follow your internship status from “Staj Bilgilerim” after entering and confirming your internship record and uploading the internship documents to ITU Portal. Status information of “İşe giriş İşlemi Tamamlandı” means that insurance procedure of the student is completed. The procedure that you need to do prior to internship is completed. In case the company requests, you can download from ITU Portal the document of “Sigorta İşe Giriş Belgesi”, which shows that you are insured.

10-) Upon completion of the internship, the followings will be uploaded to the system: The Internship Report, Student Contract, Internship Application Form (Annex-1), Internship work Calender, Internship Start Form (Annex-2), Internship End Form (Annex-3), Company Evaluation Form, Student Evaluation Form and the document proving that the company works on Saturdays, if internship is done atweekends as well. Students must **collect all of these document**.

****** STUDENTS ARE OBLIGED TO UPLOAD THEIR INTERNSHIP REPORT ALONG WITH ALL THE NECESSARY ADDITIONAL DOCUMENTS TO NINOVA PLATFORM**