



Bilkent University

Information Systems and Technologies

CTIS

CTIS310 Semester Internship FALL 2025-2026

Introductory Presentation

Important Requirements

- a) having a “S”atisfactory grade from CTIS290.**
- b) having a minimum CGPA of 1.80 before the CTIS310 semester (at the end of Summer or Fall).**
- c) successful completion of previous departmental (“CTIS” coded) courses. (If there exists any) Maximum number of such courses from the first five semesters of the curriculum should be 4 (four). If you are left with 5 (five) such courses then you should perform your internship in Ankara and take one of them.**

CTIS310– Semester Internship

www.bilkent.edu.tr/~ctis310

- **Semester-long internship (Rules&Regulations):**

http://www.ctis.bilkent.edu.tr/repository/CTIS_Internship_Rules_and_Regulations.pdf

- **Your info at application form should be up to date**
- **Internship abroad: intern handles formalities**
- **Maximum 1 course during internship (4-10 days will be added to your internship according to your course weekly hours)**
- **Communication:**
 - **310 Moodle Page**
 - **ctis310@bilkent.edu.tr**

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- **Intern is a company employee.**
- **Work ethics:: Company Rules:**
 - **punctuality, dress code**
 - **responsibility, accountability**
 - **respect**
 - **communication**
 - **work skills**

Company Selection

- **You may follow the quotas provided by companies to our department in our web page and you may contact with these companies.**
- **You may find your own company.**

These companies should not be:

- **a start-up company younger than 2 years old**
- **companies with less than 5 employees or having less than 3 employees in the related department.**

Internship Rules & Regulations

- **www.bilkent.edu.tr/~ctis310**
- **Leave of Absence.**
 - Apply to CTIS first !
 - If approved then apply to the company
 - # days appended to the end of internship
 - **if not obeyed to the rules:**
 - **INTERNSHIP will be INVALID !**
 - **Internship Regulations, Item D**

Important Points

- **Companies with less than 5 employees or having less than 3 employees in the related department.**
- **If start_up Companies younger than 2 year → Not suitable for our Internship**
- **If there is no other person than you in your department in the company like computer engineers, programmers etc. → not suitable.**
- **Sales offices without any installation/application → not acceptable.**

Type of Internship Online or Face-to-face ?

- Bilkent strongly supports F2F Internships.

On the other hand, ONLINE internships are allowed:

- If more than half of the full-time employees work online in the same department/unit of the company where the intern works

AND

- minimum 20% of the internship should be performed F2F (in person). (14/70 working days)

Subject to a disciplinary action:

- If you give wrong information related with
 - number of worker in the company,
 - workers profile of the company,
 - age of the company
 - jobs to be performed during your internship
- If you are not working as fulltime but working as part time or working at home (Online internships are also allowed but F2F part must be completed as well.)
- If you give wrong information in your follow-up answers

Your internship will not be accepted and/or

You will have disciplinary penalties.

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Candidate List: Subject to change at the end of the semester.

Calendar

SUBMIT (DUE DATES)

Application Form (latest) : July 25 , 2025 - Friday (17:00)
Company Info Form : September 01, 2025 – Monday (17:00)

Internship starts : September 15, 2025 - Monday
Internship ends : December 24, 2025 - Wednesday (*)

Submit Internship Report : December 26, 2025 – Friday()**
Submit Company Evaluation : December 26, 2025 – Friday()**
Submit Workplace Evaluation : December 26, 2025 – Friday()**

Jury : Between January 07, 2026 - January 09, 2026

(*) Gets extended depending on a course taken during internship.

() If you are taking a course, you will be informed for new submission dates.**

Application Form and CV

Application Form: July 25, 2025 - Friday (17:00)

- **1 PHOTO ! (Please bring it to the department secreteriat)**
- **Prepare CV: for possible interviews(do not submit)**

Company Information Form

Company Info Form: September 01, 2025 Monday (17:00)

- **Seek-and-find your company**
- **“Suggestion”**
- **CTIS may approve/reject**
- **This is the latest date! Submit before!**

Internship Grading

- Attend to this meeting (**May 12, 2025, 19:00-20:00**)
(counted as 1st Follow-up) 3 = **3 points**
- Answer 4 Follow-up questions (Moodle) in time. $3*4 =$ **12 points**
- One Interim Evaluation with your Semester Internship Advisor
(date will be announced by your advisor) **5 points**
- IT Report **15 points**
- Company Evaluation **40 points**
- Jury **25 points**

Internship Abroad

- The agreement should be signed by
 - you
 - Company
 - Department

before you start.
- Insurance will not be provided by the University, You have to provide and send us:
 - company insurance papers OR
 - private insurance papers from any insurance agency for internship period.
- At the end of intrenship you have to give:
 - the photocopy of your passport and visa (if exists)

Workplace Evaluation

- **You have to submit Workplace Evaluation Form (and e-mail to Department Secretary) together with your IT Report.**
- **This form is not an assesment, it will only be used for evaluation of companies for future IT candidates. For that reason it is very valuable for your friends.**

DO NOT FORGET

Apply with application form + 1 Photo (to ctis310@bilkent.edu.tr) before July 25, 2025

- Find your company and take approval for the company before September 01, 2025**