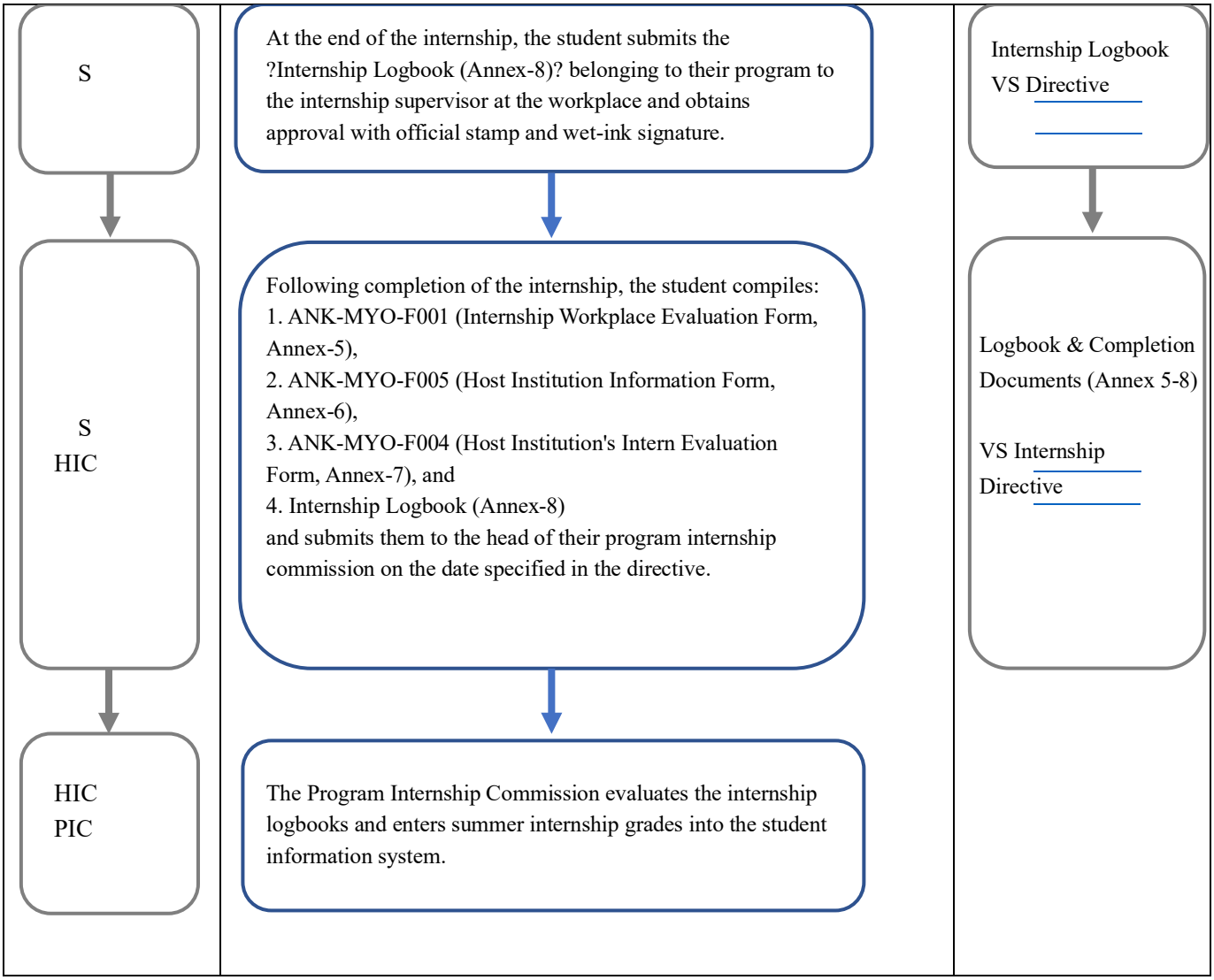
ANKARA MEDIPOL UNIVERSITY
VOCATIONAL SCHOOL

SUMMER INTERNSHIP WORKFLOW

RESPONSIBLE	WORKFLOW STEPS	DOCUMENTS
VS-AB	Determination of the academic calendar approved by the decision of the administrative board and its announcement on the website.	Internship Calendar
S HIC	Students fill out ANK-MYO-F024 (Internship Place Notification Form, Annex-1) and ANK-MYO-F025 (Official Letter-Insurance, Annex-3) specified in the Vocational School Internship Directive and submit them to the head of their program internship commission.	
HIC VSD	Heads of program internship commissions verify the documents and obtain the approval of the Director of Vocational School.	
S	The student delivers ?MYO-F050 (Internship Place Acceptance Form, Annex-2) and ?ANK-MYO-F002 (Letter of Undertaking, Annex-4) to the approved internship host institution and obtains official stamp and signature approvals.	Internship Application Forms & Directives
S HIC	The student submits all of the following documents to the head of their program internship commission: 1. Annex-1, 2, 3, 4 (stamp and seal required) 2. Copy of National ID Card 3. Criminal Record Certificate (Judicial Record) 4. Certificate of Residence	
HIC VSS	Following the required verifications, all documents are forwarded by the head of the internship commission to the Vocational School Secretariat so that the insurance entry process can begin.**	



EXPLANATIONS AND ABBREVIATIONS

VSD (MYOM) : Directorate of Vocational School (Meslek Yüksekokulu Müdürlüü)
VS-AB (MYOYK): Vocational School Administrative Board (Meslek Yüksekokulu Yönetim Kurulu)
VSS (MYOS) : Vocational School Secretariat (Meslek Yüksekokulu Sekreterlii)
PIC (PSK) : Program Internship Commission (Program Staj Komisyonu)
HIC (PSKB) : Head of Program Internship Commission (Program Staj Komisyonu Bakan)
S (Ö) : Student (Örenci)

* Annex-3 is delivered to the student if explicitly requested by the institution where the internship will be conducted.
** Documents must be submitted at least 15 days prior to the start date during the semester, and at least 1 month prior during the summer term.
*** Each academic program has a distinct internship logbook. Students must request their logbooks from their respective program internship commissions.