REPUBLIC OF TÜRKİYE
ANKARA MEDIPOL UNIVERSITY
FACULTY OF FINE ARTS DESIGN AND ARCHITECTURE
DEPARTMENT OF GASTRONOMY AND CULINARY ARTS
SUMMER INTERNSHIP WORKFLOW PROCESS IN ACCORDANCE WITH THE INTERNSHIP DIRECTIVE

Summer internships are carried out in accordance with the Internship Directive (ANK-GMF-F102), during the period between the end of the Spring Semester make-up examinations and the start of classes in the Fall Semester of the following academic year, as specified in the Academic Calendar.

↓

As application documents students must submit Form 1 (ANK-GMF-F061), Form 2 (ANK-GMF-F062), Form 3 (ANK-GMF-F063), Form 4 (ANK-GMF-F064), a copy of their Turkish national identity card, a copy of their Occupational Health and Safety Certificate, a criminal record certificate, a certificate of residence, and a civil registry record extract to the relevant office within the announced submission period. Submission must be acknowledged by signature.

↓

Students complete their summer internships on the scheduled dates. They must record their weekly activities in the Internship Book (Form 8 – ANK-GMF-F069) and have each record approved with the signature and stamp of their supervisor (chef or manager).

↓

The Student Evaluation Form of the Internship Institution (Form 6 – ANK-GMF-F066) must be completed and approved by the responsible supervisor (chef or manager) and handed over to the student in a sealed envelope.

↓

Upon completion of the internship, students must submit their internship file, including the approved Form 8 and Form 6 (in a sealed envelope), together with Form 5 (ANK-GMF-F103) and Form 7 (ANK-GMF-F067), to the relevant office within the dates specified in the internship schedule. Submission must be acknowledged by signature.

↓

The submitted documents are reviewed by the Internship Commission. Summer internship results are announced through MEBIS as SUCCESSFUL or UNSUCCESSFUL during the Fall Semester final examination period.