



FREQUENTLY ASKED QUESTIONS (FAQ)

1. Are there any prerequisite courses that I should take before Integrated Summer Training (IST)?

There are no prerequisites or co-requisite for IST. However, you must be at least 2nd grade student in order to take compulsory IST. Besides compulsory IST, voluntary summer trainings are advised and encouraged for all students.

2. Can I do my IST in 1st grade?

No.

3. Can I do my IST in the semester break?

No. There are not enough work days.

4. Can I do another IST besides my compulsory IST?

Yes, you can perform voluntary internships. You must investigate insurance issues on your own. University is not involved in any insurance issues for any voluntary trainings. This training will not be evaluated so you don't need to submit any documents or reports.

5. Can I do both of my compulsory ISTs in the same summer period?

Yes. Both of the ISTs must be 20 work days long, must not conflict with each other, summer school, spring semester or fall semester.

6. I am a 2nd grade student. I will not be doing my IST this summer due to some reasons. Can I perform my IST next summer?

Yes. If you perform two ISTs in the same summer period next summer, you can graduate without losing any time. If you do not perform two ISTs in the same summer period, you can perform your second IST at the end of 4th grade but considering that the graduation time will be delayed until your IST is evaluated.

7. I am a 3rd grade student. I will not be doing my IST this summer due to some reasons. Can I perform my IST next summer?

Yes. You can perform your second IST at the end of 4th grade but considering that the graduation time will be delayed until your IST is evaluated.

8. I took IST as a credit course in this term but I will not be doing my IST in this summer period. Can I perform my IST next summer without using any credits next year?

Yes, if you perform two ISTs in the same summer period next summer, you can take both ISTs **with credits** for both. If you do not perform two ISTs in the same summer period, you can take each IST in their respective terms with credit.

9. Can I perform my IST abroad?

Yes. But insurance must be covered by your own means.

10. Can I split my single IST in two periods?

No. You must complete your IST in a single **uninterrupted** period.

11. There is an engineer related to my field but he/she refuses to be responsible for me. Can I still perform my IST on that company?

No. There must be an engineer related to your field and should be responsible for you.

12. Will I get paid for my IST?

It is up to the company. According to the Instructions for IST document issued by the THKU, university does not partake in any relations between the student and the company regarding this issue.

13. What are the processes for applying for IST?

You can view all processes from IST flowchart.

14. When can I get approvals for required documents?

Approval deadlines can be viewed from IST flowchart. For getting approval for your documents, please get in contact with your IST coordinators.

15. Can I submit required documents on different dates?

No. The deadlines for all processes for IST are set and can be examined from IST flowchart.

16. Mail for my insurance has not arrived yet. What can I do?

Just patiently wait for your approval letter from the secretary. There is no need to constantly ask about this matter. Your mail will arrive two days before your IST starts.

17. My firm wants a printout of my insurance paper. How can I get it?

You can take printout from the approval letter mail which came from department secretariat.

18. I could not start my IST on the day that my insurance starts for some reason. What is the procedure?

There is 3(three) days of allowance for your IST where you may not be able to attend to your IST. If your nonattendance exceeds three days, you must inform your IST coordinator.

19. What can I do if the company changes my IST dates?

There is 3(three) days of allowance for your IST where you may not be able to attend to your IST. If your nonattendance exceeds three days, you must inform your IST coordinator.

20. What happens if company does not work on a particular day besides national/religious holiday?

Those days will not be counted as normal work days.

21. Company works on Saturday/Sunday. If I work on these days, will they count as my IST workdays?

Those days will be counted as normal work days **only** if the company certifies that they work on the given days. This means a **signed letter** is needed from the company if you intend to attend to your IST on Saturdays/Sundays.

22. Company works on national/religious holidays. If I work on these days, will they count as my IST workdays?

Those days will not be counted as normal work days.

23. I got sick/injured somehow and got a health report while performing my IST. What is the procedure?

There is 3(three) days of allowance for your IST where you may not be able to attend to your IST. If your nonattendance exceeds three days, you must inform your IST coordinator.

24. Do I need to keep a journal/logbook?

Yes. All students must keep a journal/logbook where they will report what work is done for each day of their IST.

25. Can I write my report in Turkish?

No. The report language must be formal English.

26. Is there any limitations to the page number in my report?

At least 20 pages for the answers of the questions and appendix. Any pictures or tables must be added to appendix part with in text references.

27. Is there any regulation for writing my IST report?

Refer to document "Guidelines for IST" and "Thesis Writing Guide", which is issued by Graduate School of Natural Sciences.

28. Do I need to get every page of my report signed and stamped by the company?

Yes, according to the Instructions for IST document issued by the THKU, you should get every page signed and stamped by the company. Also, if your company has a different application about this matter, you should follow their regulations.

29. Is there any issues that I should pay for submitting required documents?

EK-3 which is the company's evaluation of the trainee must be submitted in a closed, sealed and signed envelope by the student or sent directly to department via postal service by the company.

30. Can I submit my IST report early/late?

No. The deadlines for all processes for IST are set and can be examined from IST flowchart.

31. Can I submit my IST report via postal service/e-mail?

No. The report must be submitted in hard copy. For more information, please refer to IST guidelines.

32. How is the grading?

Integrated Training Report cover page: 5%

Contents: 5%

Summary: 15%

Answers to the questions: 40%

Daily report (20 days): 35%

All these ratings are tentative and may be subject to changes.

33. What does "S", "U" and "P" mean for IST letter grades?

S: Satisfactory (70+): You have successfully passed from IST.

U: Unsatisfactory (70-): You have failed IST

P: Pending: Evaluation of your report is still ongoing.