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The screenshot shows the myTEDUPortal website interface. At the top left is the logo "myTEDUPortal". To its right is a "Home" link with a dropdown arrow. Below this is a navigation menu with several items: "Student Employment", "Internship", "Home", "Courses", "Registration", "Student Services", "Information Exchange", and "Help & Support". The "Internship" item is circled in red. Below the navigation menu, there is a "Timesheet Entry" box for "Student Part Time E...". Underneath that is a section titled "Internship" which contains three boxes: "Applications" (Internship Applications) with a count of 0, "Working Day Calculator" (Internship) with a calculator icon, and "Internship Companies" (Display and create n...) with a count of 3,31 K. The "Internship Companies" box is also circled in red.

By clicking on the [Internship Companies](#) box in the [Internship](#) tab of your [MYTEDUPORTAL](#), you can add the institution where you will do your internship if it is not in the list.

2

myTEDUPortal Company

Search

Name	Sector	Status	Addition Date
A Bilgi Teknolojileri Araştırma ve Geliştirme İmalat San. ve Tic. Ltd. Şti.	Bilişim Teknolojileri (Information Technologies)	Approved	14.12.2022
Advancer Yazılım Bilgisayar Danışmanlık Ltd. Şti.	Bilişim Teknolojileri (Information Technologies)	Approved	31.05.2023
E-KALİTE YAZILIM DON. MÜH. TAS. VE İNT. HİZ. SAN. TİC. LTD. ŞTİ.	Mühendislik / Mimarlık (Engineering / Architecture)	Approved	08.03.2023
MERSİN AİLE VE SOSYAL HİZMETLER İL MÜDÜRLÜĞÜ	Sağlık ve Sosyal Hizmetler (Health and Social Services)	Approved	06.06.2023
Yüzyıl Türkiye Enstitüsü İktisadi İşletmesi	Toplumsal Hizmetler (STK) - Community Services	Approved	18.05.2023
Zafer Taahhüt, İnşaat ve Ticaret A.Ş.	İnşaat (Construction)	Approved	01.09.2023
Öncüoğlu Mimarlık Şehircilik ve Müş. Hiz. Ltd. Şti.	Mühendislik / Mimarlık (Engineering / Architecture)	Approved	10.05.2023
2. Çocuk Mahkemesi	Adalet ve Güvenlik (Justice and Security)	Approved	16.05.2022
21. Yüzyıl Türkiye Enstitüsü İktisadi İşletmesi	Toplumsal Hizmetler (STK) - Community Services	Approved	16.05.2022
24 Solutions Turkey Bilgi Teknolojileri ve Tic. A.Ş.	Bilişim Teknolojileri (Information Technologies)	Approved	06.07.2022
24 Solutions Turkey Bilgi Teknolojileri ve Tic. A.Ş.	Bilişim Teknolojileri (Information Technologies)	Approved	14.12.2022
29 Mayıs Okulları	Eğitim (Education)	Approved	11.11.2022

Add Company

To add a company, you can proceed to the next step by clicking on the "Add Company" button located at the bottom right on the page that opens.

 Search for your company's name in the search section. If your company is added, please do not log in again.

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myTEDUPortal Company

Add New Company

*Company's Full Name:

*Sector:

⚠ After saving, the company will be sent for approval to TEDU Career Center. After the approval, you can use the approved company in your internship application.

Save and Send for Approval

After typing the full name and sector of the company you want to add, click on the *"Save and Send for Approval"* button located at the bottom right.

(You will receive an information e-mail when the company you have added is approved by the career center. After receiving the confirmation e-mail, you can complete the internship registration.)

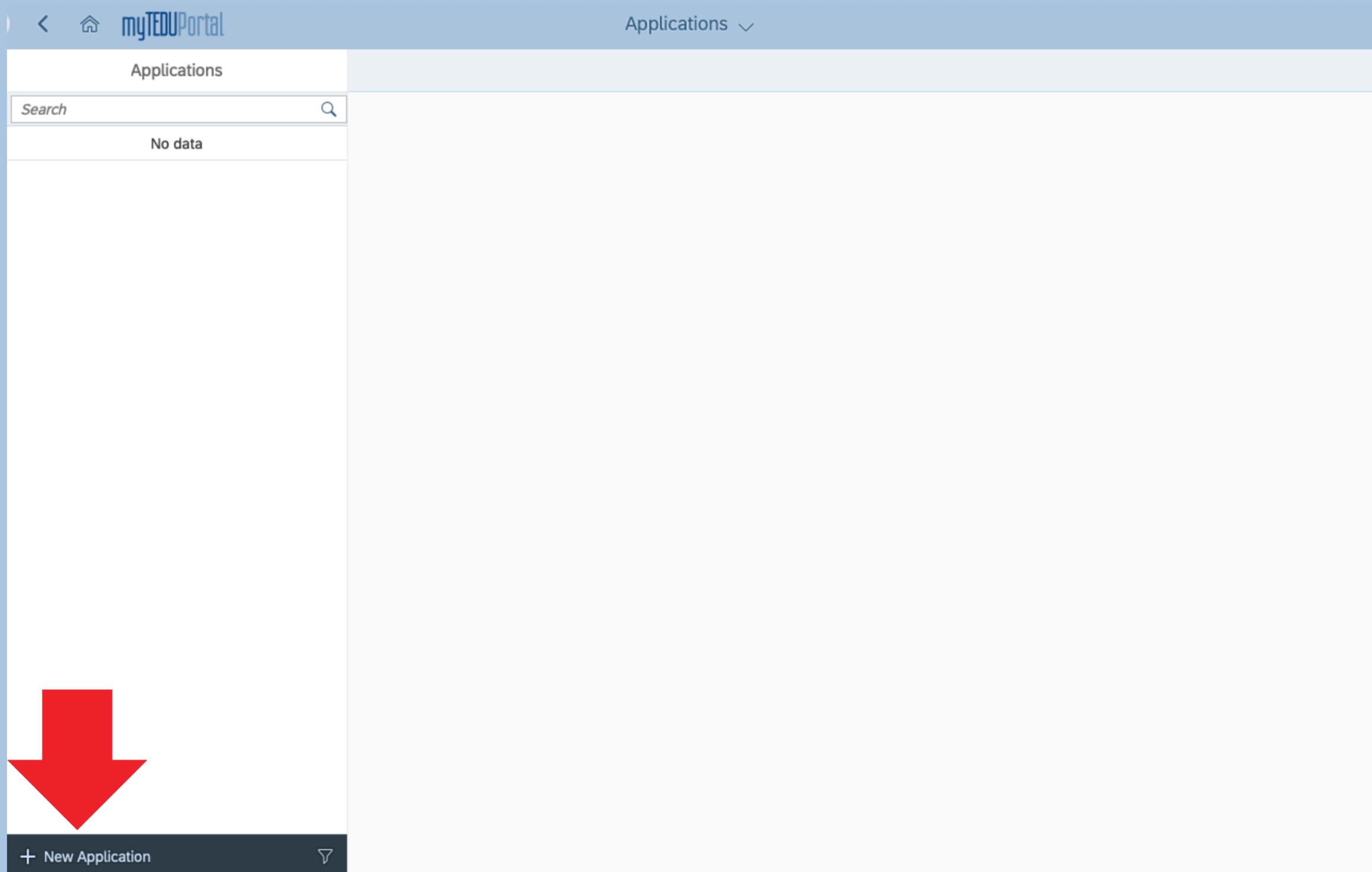
(These companies are not companies with which we have an agreement. They are only companies that have been logged into the system before.)

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The screenshot displays the myTEDU Portal interface. At the top left is the logo "myTEDU Portal" and at the top right is a "Home" dropdown menu. A navigation bar contains several tabs: "Student Employment", "Internship", "Home", "Courses", "Registration", "Student Services", "Information Exchange", and "Help & Support". The "Internship" tab is circled in red. Below the navigation bar, there is a "Timesheet Entry" box for "Student Part Time E...". Underneath that is an "Internship" section containing three boxes: "Applications" (with "0 applications" and circled in red), "Working Day Calculator", and "Internship Companies" (with "3,31 K" and circled in red). Below the "Internship" section is a "Home" section with seven boxes: "InfoBox", "TEDUNews", "Academic Calendar", "About TEDU", "Study Room Reservation", "Experience the new MyTEDU Portal..! Promotional Video", and "Catering Menu (Monthly)".

You can access the internship application page by clicking on the "Applications" box located on the "Internship" tab.

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When you click on the *"New Application"* button in the lower left corner of the page,
The page where you can add your information opens.

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myTEDUPortal Applications

Applications

Search

No data

New Internship Application

1. General Information

Internship Number:

*Type of internship

*Demand for SGK?:

Please Select ...

Please Select ...

Mandatory

Voluntary

Senior Project

Candidate/Long-term Internship

TEDU Long-term Internship Program

Social Benefit Oriented Internship Program

Erasmus

2. Date Information

You can create a new application at least 3 days before the start date

*Start Date: MMMM d, y

*End Date: MMMM d, y

*Will you work on Saturdays?: Please Select ...

3. Company Information

+ New Application

Save as Draft

Cancel

Please select your internship type from the "Type of Internship" options in the "General Information."

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1. General Information

Internship Number: [REDACTED]

*Type of internship: Mandatory

*Program Of Study: Mechanical Engineering

*Internship Course: ME 499 - Summer Practice II

*Demand for SGK?: I will ask TEDU to arrange it

*Academic Calendar Conflict?: There is a time conflict with academic calendar.

Student Identity Number: [REDACTED]

First, choose the type of internship! If your internship is a Mandatory internship, please select your department from the "Program of Study" options and your internship course from the "Internship Course" options.

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1. General Information

Internship Number:

*Type of internship: Mandatory

*Program Of Study: Please Select

*Internship Course: Please Select

*Demand for SGK?: Please Select ...

- Please Select ...
- I will ask TEDU to arrange it
- The institution will arrange my insurance.
- I do not ask for an insurance because I am doing a REMOTE/ABROAD Internship

2. Date Information

Select your internship insurance claim from the "SGK Request" options.

Choose who will do your insurance.



If the company is not covering your internship insurance, you should select the "I will ask TEDU to arrange it." option.



If you do remote internship you should select "I do not ask for an insurance because I'm doing a REMOTE/ABROAD internship." option.

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myTEDUPortal Applications

Applications

Search

No data

New Internship Application

2. Date Information

You can create a new application at least 3 days before starting your internship.

*Start Date:

*End Date:

*Will you work on Saturdays?:

3. Company Information

*Company:

[Couldn't find your company? Then, click here to add.](#)

*Country:

You must log your internship, at least **3 (THREE) BUSINESS DAYS BEFORE** your internship start date, otherwise the system will not accept it.

You must specify start and finish dates. If you work on Saturday, you can select the relevant option. The internship start and end dates you entered in the relevant field must be the same as the dates you specified in your internship approval form.



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The screenshot shows a web form titled "3. Company Information" (circled in red). The form contains the following fields:

- *Company: [Dropdown menu]
- Couldn't find your company? Then, click here to add.
- *Country: Turkey [Dropdown menu]
- *City: Ankara [Dropdown menu]
- *Company Department: Company Department [Text input]
- *Contact Person's Name: Contact Person's Name [Text input]
- *Contact Person's Position: Contact Person's Position [Text input]
- *Contact Person's Email: Contact Person's Email [Text input]
- Are you receiving payment?: Please Select ... [Dropdown menu]
- *Approved Application Document: Choose a file (Only PDF files are allowed) ... [File upload button]
- Upload [Button]

At the bottom right, there is a "Save as Draft" button (highlighted with a red arrow) and a "Cancel" button.

You must enter company information completely and accurately. After that fill out the mandatory/voluntary internship approval form in the Approved Application Document section (it must have the company's seal and signature) and upload it in PDF format and complete your internship application by clicking on the "Save as Draft" button located at the bottom right.

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After your application is completed, you will receive approval from the Internship Coordinator(only mandatory internship), Career Center, Financial Affairs respectively.

You can follow the stage of your application from the field marked in red.

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ATTENTION

myTEDUPortal Applications

Applications

Search

No data

New Internship Application

1. General Information

Internship Number:

*Type of internship: Voluntary

*Demand for SGK?: I will ask TEDU to arrange it

2. Date Information

You can create a new application at least 3 days before starting your internship.

*Start Date: MMMM d, y

*End Date: MMMM d, y

*Will you work on Saturdays?: Please Select ...

3. Company Information

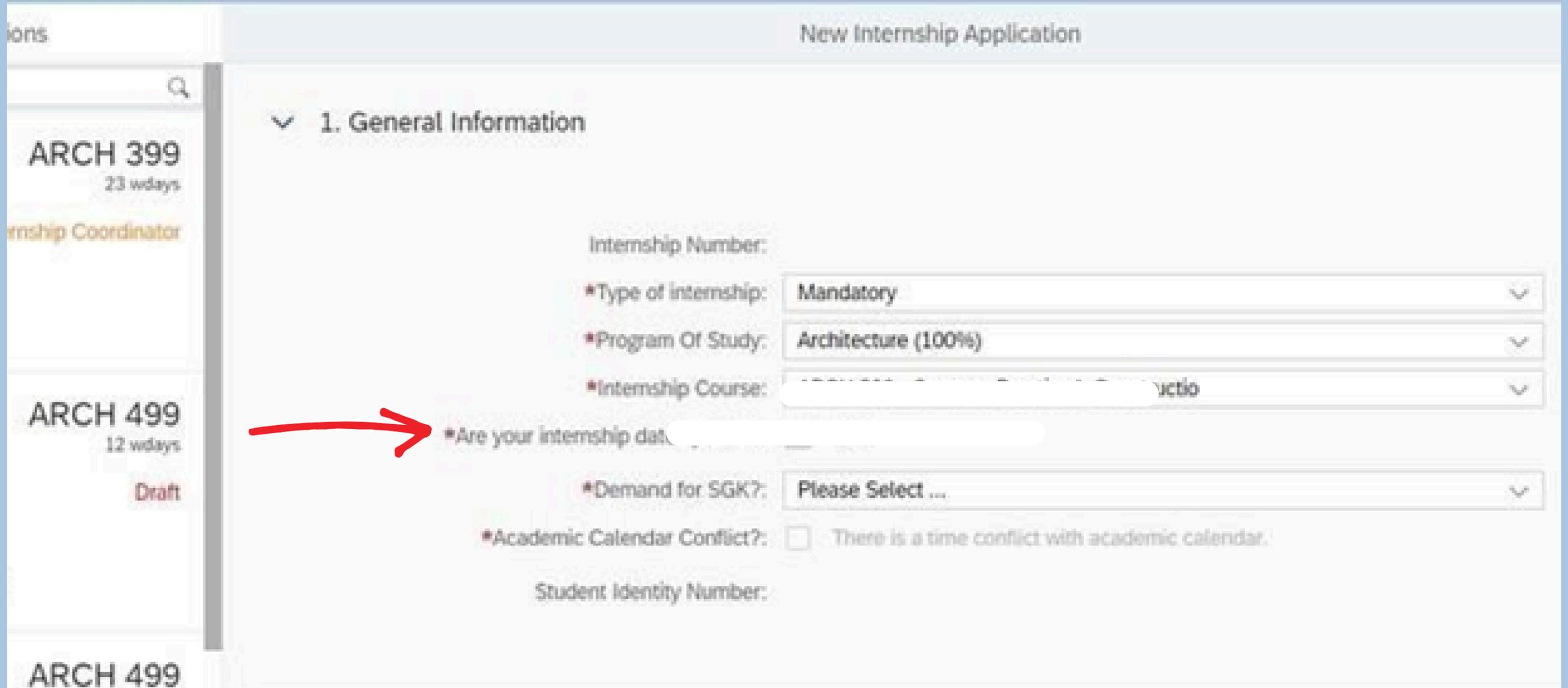
+ New Application

Save as Draft Cancel

If you are on a **Study Scholarship (Part Time Working Student)**, you will see the internship entry screen like this and it will be automatically checked. You cannot make changes in this section.

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ATTENTION



The screenshot shows a web interface for a 'New Internship Application'. On the left, there is a sidebar with a search bar and a list of courses: ARCH 399 (23 wdays), ARCH 499 (12 wdays, Draft), and ARCH 499. The main content area is titled '1. General Information' and contains several fields: 'Internship Number:', '*Type of Internship:' (Mandatory), '*Program Of Study:' (Architecture (100%)), '*Internship Course:' (Architecture (100%)), '*Are your internship dates partial?' (checkbox), '*Demand for SGK?:' (Please Select ...), and '*Academic Calendar Conflict?:' (checkbox). A red arrow points to the '*Are your internship dates partial?' checkbox.

If you are a student at the Faculty of Architecture and you are going to do your internship by dividing it in half, "Are your internship dates partial?" check the box.

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You can fill out your internship approval form by downloading it from <https://career.tedu.edu.tr/staj-formlari>

 TED UNIVERSITY	MANDATORY INTERNSHIP APPROVAL FORM			
	Document No	Pub. Date	Rev. No / Rev. Date	Page No
	KYS-FR-84-ENG	16.12.2022	0 / -	1 / 1

To Whom It May Concern,

Our students are required to attend an internship program in an establishment until the end of their period of study as stipulated by our curricula.

Pursuant to the relevant provisions of the *Vocational Education Law No. 3308*, it has been decided that a part of the payments to be made to the students who attend vocational training, internship and complementary training in enterprises will be covered by the *Unemployment Insurance Fund* as a state contribution. Accordingly, the payment to be made as state contribution will be calculated over thirty percent of the net amount of the minimum wage; it cannot be less than two-thirds if the enterprise where vocational training is received employs less than twenty employees, and not less than one-third if it employs twenty or more employees. Wages to be paid to students are exempt from all kinds of taxes.

In order for this insurance to be issued by our University, the relevant section below must be approved by you. We would like to thank you for your interest in our student's internship in your organization and wish you success in your work. Please deliver this form to the student.

Insurance of the trainees against work accidents and occupational diseases are to be covered by our university during the internship. In order that we can complete the related social security procedures, you are kindly requested to approve the relevant section of the form below. We would like to thank you for the opportunity you have provided our below-mentioned student with and wish you success in your work. Please submit this form back to the trainee.

STUDENT INFORMATION			
Name-Surname		Rep. of Turkey ID No.	
Faculty		Dept./Program	
Phone No (GSM)		e-Mail	
Internship Code	<input type="checkbox"/> Summer Practice I <input type="checkbox"/> Summer Practice II <input type="checkbox"/> Co-op		
RELEVANT INFORMATION OF THE INSTITUTION OF INTERNSHIP			
Starting Date of the Internship		Ending Date of the Internship	Duration (Workdays) ¹
Name of the Company		Related unit	
Company Address			
Phone No.			
e-Mail			
EMPLOYER/AUTHORIZED PERSONNEL INFORMATION			
Name Surname		Internship of the Trainee has been accepted.	Date/Name-Surname/Stamp/Signature
Position/Title			
e-Mail			
Trainee will be paid	<input type="checkbox"/> Yes <input type="checkbox"/> No		
CAREER CENTER			
Date/Name-Surname/Signature			

¹ Minimum period of the mandatory internship is 20 consecutive days for the Faculty of Economics & Administrative Sciences and the Faculty of Engineering; 30 days for the Faculty of Architecture and 60 consecutive days for the Co-op.

UNCLASSIFIED

* Unclassified documents are to be classified as "Confidential" when filed in.

 TED UNIVERSITY	VOLUNTARY INTERNSHIP APPLICATION FORM			
	Document No	Pub. Date	Rev. No / Rev. Date	Page No
	KYS-FR-85	18.11.2022	0 / -	1 / 1

To Whom It May Concern,

Voluntary internships, which are common at TED University, are supported until graduation without time limitations; internship insurances, in these cases, are covered by the university.

Pursuant to the relevant provisions of the *Vocational Education Law No. 3308*, it has been decided that a part of the payments to be made to the students who attend vocational training, internship and complementary training in enterprises will be covered by the *Unemployment Insurance Fund* as a state contribution. Accordingly, the payment to be made as state contribution will be calculated over thirty percent of the net amount of the minimum wage; it cannot be less than two-thirds if the enterprise where vocational training is received employs less than twenty employees, and not less than one-third if it employs twenty or more employees. Wages to be paid to students are exempt from all kinds of taxes.

In order for this insurance to be issued by our University, the relevant section below must be approved by you. We would like to thank you for your interest in our student's internship in your organization and wish you success in your work. Please deliver this form to the student.

Insurance of the trainees against work accidents and occupational diseases are to be covered by our university during the internship. In order that we can complete the related social security procedures, you are kindly requested to approve the relevant section of the form below. We would like to thank you for the opportunity you have provided our below-mentioned student with and wish you success in your work. Please submit this form back to the trainee.

STUDENT INFORMATION			
Name-Surname		Rep. of Turkey ID No.	
Faculty		Dept./Program	
Phone No (GSM)		e-Mail	
Internship Type	<input type="checkbox"/> Short Term <input type="checkbox"/> Long Term (Min. 90 days)		
INFORMATION ON THE INTERNSHIP VENUE			
Starting Date of the Internship		Ending Date of the Internship	
Name of the Company		Related unit	
Company Address			
Phone No.			
e-Mail			
EMPLOYER/AUTHORIZED PERSONNEL INFORMATION			
Name Surname		Trainee has been admitted for internship.	Date/Name-Surname/Stamp/Signature
Position/Title			
e-Mail			
Trainee will be paid	<input type="checkbox"/> Yes <input type="checkbox"/> No		
THE CAREER CENTER			
Date/Name-Surname/Signature			

UNCLASSIFIED

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You can contact us

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