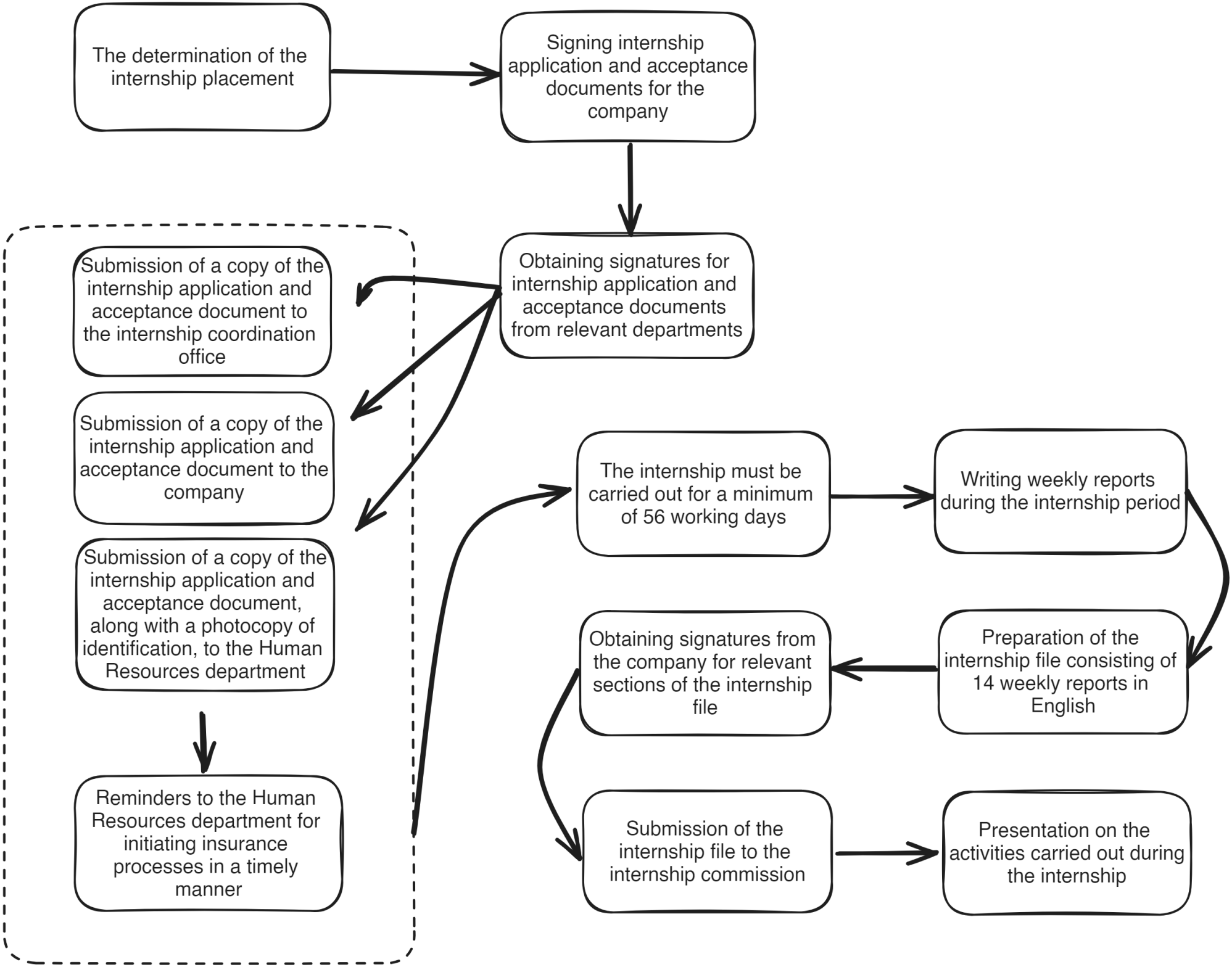
The determination of the internship placement
Signing internship application and acceptance documents for the company
Obtaining signatures for internship application and acceptance documents from relevant departments
Submission of a copy of the internship application and acceptance document to the internship coordination office
Submission of a copy of the internship application and acceptance document to the company
Submission of a copy of the internship application and acceptance document, along with a photocopy of identification, to the Human Resources department
Reminders to the Human Resources department for initiating insurance processes in a timely manner
The internship must be carried out for a minimum of 56 working days
Writing weekly reports during the internship period
Preparation of the internship file consisting of 14 weekly reports in English
Obtaining signatures from the company for relevant sections of the internship file
Submission of the internship file to the internship commission
Presentation on the activities carried out during the internship