KTO KARATAY ÜNİVERSİTESİ	SUMMER INTERNSHIP WORKFLOW	Document No.	IA-036
		First Publication Date	July 19, 2017
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		Revision No	04
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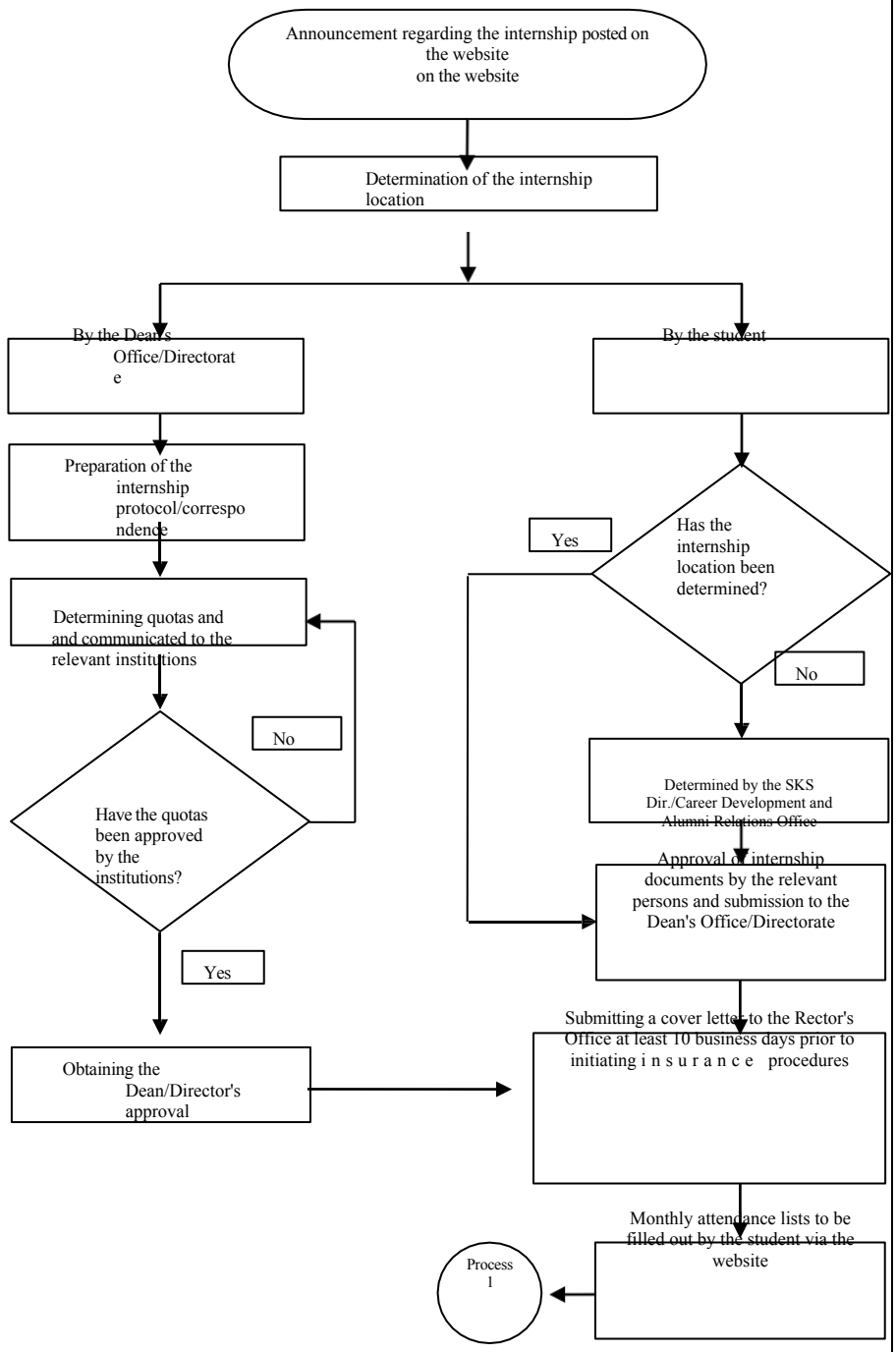
Workflow Steps	Responsible	Related Documents
	Faculty/MYO/YO Secretariat Student/Dean's Office/Directorate Faculty/YO/MYO Secretariat Faculty/YO/MYO Secretariat Faculty/YO/MYO Secretariat Faculty/YO/MYO Secretariat Student	Internship Protocols/Summer Internships Student Lists Attendance Lists staj.karatay.edu.tr

Prepared by	System Approval	Implementation Approval
Unit Quality Manager	Strategy and Quality Management Officer	Secretary General

Workflow Steps	Responsible	Related Documents
Process 1		
Submitting the student's attendance record, approved by the advisor in the E-Internship system, to the Career Development and Alumni Relations Office within 5 business days.	Faculty/YO/MYO Secretariat	Time Sheet Lists
Preparation of the SGK monthly declaration statement by entering time records and missing days through the personnel tracking program	SKS Dir./Career Development and Alumni Relations Office	Monthly Declaration Statement
Transferring the e-declaration to the SGK after checking the declaration	SKS Dir./Career Development and Alumni Relations Office	Monthly Declaration Statement
Approval of the e-declaration		
	SKS Dir./Career Development and Alumni Relations Office	
Process		
Preparing the exit list for students who have completed their internship within 3 business days		
2		
to the relevant faculty secretary's office by the relevant faculty secretary		Monthly Payroll List
The exit list sent by the advisors must be submitted to the SKS Dir/Career Development and Alumni Relations Office within 5 business days. SKS Dir/Career Development and Alumni Relations Office	Faculty/YO/MYO Secretariat	
Preparation of the exit and submission of the exit declaration to SGK	SKS Dir./Career Development and Alumni Relations Office	

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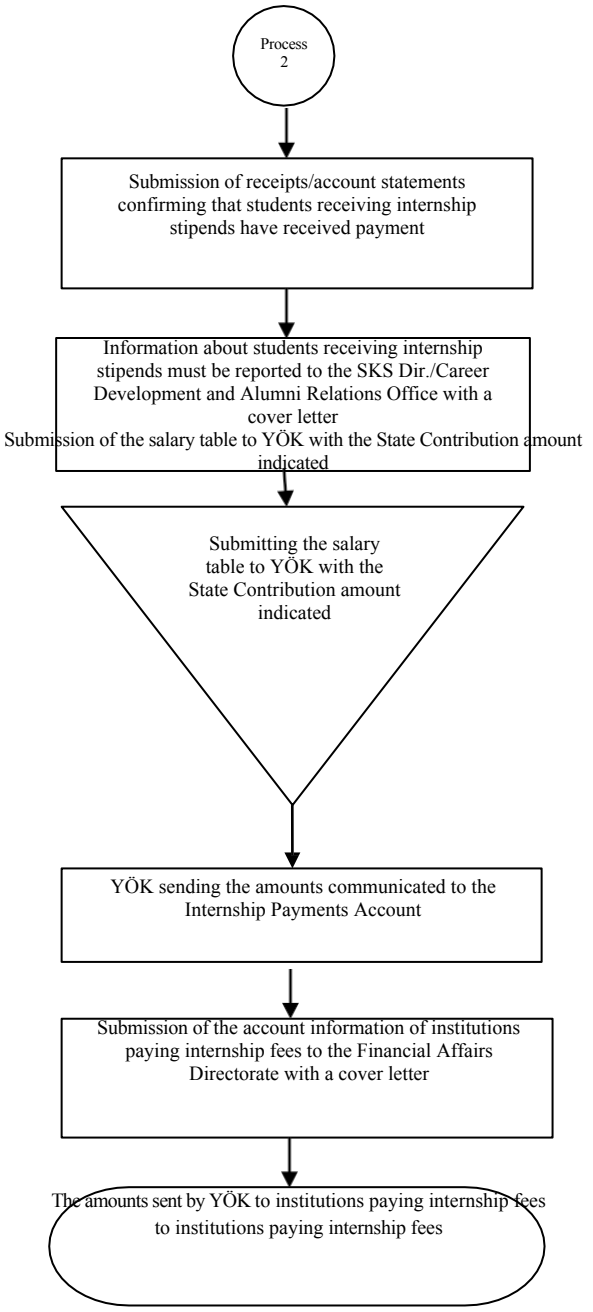	Student Faculty/YO/MYO Secretariat SKS Dir./Career Development and Alumni Relations Office SKS Dir./Career Development and Alumni Relations Office Financial Affairs Directorate	Receipt/Account Statement DŞ-053 YÖK Payroll DŞ-053 YÖK Payment Schedule

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