## **START**

http://www.metu.edu.tr/~ nccmesp

Apply to Summer Practice Coordinator [Office No. R-217]

Apply to companies for utilizing an available quota.
Letter of Application (Form A) shall be taken from the Summer Practice
Coordinator

Take a Letter of Acceptance (Form B) from the company and submit it to the Summer Practice Coordinator for approval.

Is the Company convenient for the training?

YES

Fill in Form C and **submit** it to Student Affairs together with the approved letter of acceptance. Send the electronic copy of Form C to the Coordinator **minimum 25 days** to the start of your Summer Practice.

Collect the Insurance Policy from The Student Affairs Office.

Printout the forms given in the Appendices of the Summer Practice Guideline, fill in the forms, stick your photograph on to each form and have it stamped by the Summer Practice Coordinator (Office No: R-217)

Perform the Summer Practice in accordance with the requirements described in the Guideline.

Prepare the Summer Practice Report & submit it to the Summer Practice Coordinator, latest by the last day of add-drop period. Register to MECH 300 (or 400)

Refer to

http://www.metu.edu.tr/~nccmesp