

Dear Students,

If you are not supposed to do summer practice this summer or not willing to, please disregard the rest of this email.

**The Guideline to Follow:**

**Some Remarks:**

- Online summer practices are not allowed. You have to be physically present in the company or factory for your summer practice.
- You cannot do your ME300 and ME400 summer practices together this summer unless you are graduating this semester.
- All the documents mentioned below are on <http://me.metu.edu.tr/summer-practice>.

**Before:**

- Join <https://piazza.com/metu.edu.tr/spring2023/me300> for ME 300 for all the questions and discussions.
- Join <https://piazza.com/metu.edu.tr/spring2023/me400> for ME 400 for all the questions and discussions.
- If you need the **mandatory internship document (zorunlu staj belgesi)**, you can take it from [Olca Snbl](#).
- When a company accepts you for the summer practice, you should do the following:
  - a. Get an **acceptance letter** from the company indicating that they accepted you for the summer practice.
  - b. Fill up the [declaration of health insurance \(beyan ve taahhtname\)](#).
  - c. Send (a) and (b) via email to [Olca Snbl](#) not later than **May 31, 2023** by sending an email to [Olca Snbl](#).
- Upon receiving these documents, the university will start the **insurance procedure** for your summer practice. You can check the status of your insurance in <https://www.turkiye.gov.tr/> (search for "4a ie giri bildirgesi") 1 week before the start of your summer practice.
- Fill up the [summer practice guide \(staj rehberi\)](#) based on the following:
  - a. If you are doing your summer practice in Turkey, print and fill up page 1, 3, and 5. Do not forget to put your photo on these pages.
  - b. If you are doing your summer practice abroad, print and fill up page 1, 4, and 6. Do not forget to put your photo on these pages.
  - c. Keep these documents till the end of your summer practice. You will hand it to the responsible person in the company to have them filled and stamped.

**After:**

- After you finish your summer practice, the responsible person in the company should fill and stamp the **summer practice performance report (staj baarı belgesi)** in the [summer practice guide](#) and also fill the [questionnaire](#). The responsible person should either send these documents via email to [Olca Snbl](#) or put them in a sealed envelope and give it to you. In this case, you are responsible to bring this envelope to [Olca Snbl](#).
- Fill up the [staj cretlerine isizlik fonu katkısı bilgi formu](#) together with the responsible person from the company and do the following:

- a. If you have taken a salary from the company fill up [staj ücretlerine işsizlik fonu katkısı bilgi formu](#) accordingly and bring it together with the **payslip (ücret makbuzu)** to [Olca Sünbül](#).
- b. If you have not taken any salary from the company, fill up [staj ücretlerine işsizlik fonu katkısı bilgi formu](#) accordingly and bring it to [Olca Sünbül](#).

**Submission:**

- You have to prepare your reports according to the templates provided on <http://me.metu.edu.tr/summer-practice> and **submit them at the end of 5<sup>th</sup> week** of the upcoming Fall semester.
- You will submit the reports through Turnitin assignments on ODTÜClass and your similarity percentage should be less than or equal to 25%.

**Important Dates:**

- The last day to send the **acceptance letter** and [declaration of health insurance \(beyan ve taahhütname\)](#) documents to [Olca Sünbül](#) is **31 May 2023**.
- For the students who are not taking the summer school, the summer practice may do their summer practice between **3 July 2023 - 22 September 2023**.
- Do not forget that national and religious holidays are not counted as working days.
- For the students who are taking the summer school, the only valid period for the summer practice is: **28 August 2023 – 22 September 2023 (including 30 August 2023)**.

Please post your questions on the Piazza sites ([ME300](#) and [ME400](#), please sign up with your ODTÜ email addresses).

We will not be replying to your questions through email. For specific issues, you may contact [Olca Sünbül](#).

Have a nice spring and summer!

Summer Practice Committee