

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 within 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/spring2024/me300> for ME 300 for all the questions and discussions.
- Join <https://piazza.com/metu.edu.tr/spring2024/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 [Olcay Sünbül](#).
- When a company accepts you for the summer practice, you should do the following:
 - a. Get an **acceptance letter** (or if it is a Turkish company **staj kabul yazısı**) from the company indicating that they accepted you for the summer practice.
 - b. Fill up the **declaration of health insurance (beyan ve taahhüname)**.
 - c. Send (a) and (b) via email to [Olcay Sünbül](#) not later than **May 31, 2024** by sending an email to [Olcay Sünbül](#).
- 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 işe giriş bildirgesi") 1 week before the start of your summer practice.
- Fill up the **Summer Practice Performance report** (or if it is a Turkish company, **Staj Başarı Belgesi**). Do not forget to put your photo. Keep this document till the end of the summer practice. You will hand it to the responsible person in the company to have it 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 başarı belgesi)** and also fill the **questionnaire**. The responsible person should either send these documents via email to [Olcay Sünbül](#) or put them in a sealed envelope and give it to you. In this case, you are responsible to bring this envelope to [Olcay Sünbül](#).
- Fill up the **staj ücretlerine işsizlik 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 [Olcay 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 [Olcay 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 5th 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 [Olcay Sünbül](#) is **31 May 2024**.
- For the students who are not taking the summer school, the summer practice may do their summer practice between **24 June 2024 - 27 September 2024**.
- 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: **2 September 2024 – 27 September 2024**.

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 [Olcay Sünbül](#).

Have a nice spring and summer!

Summer Practice Committee