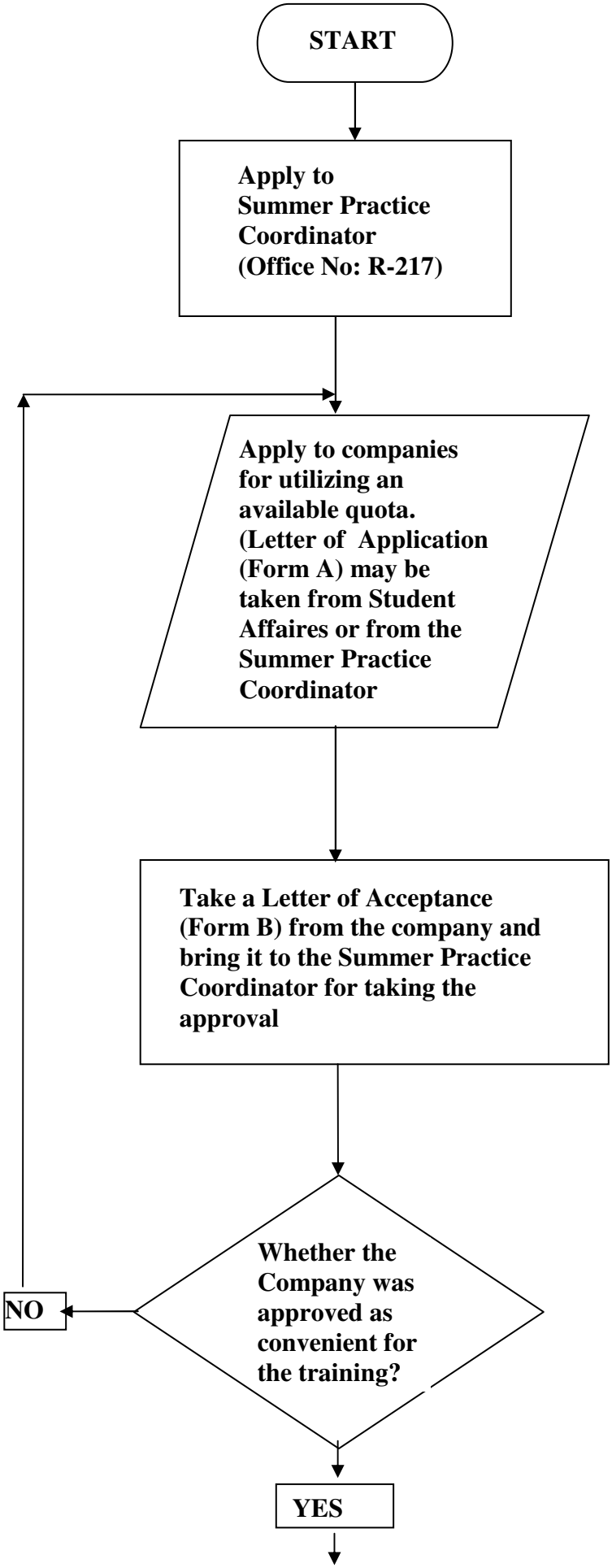
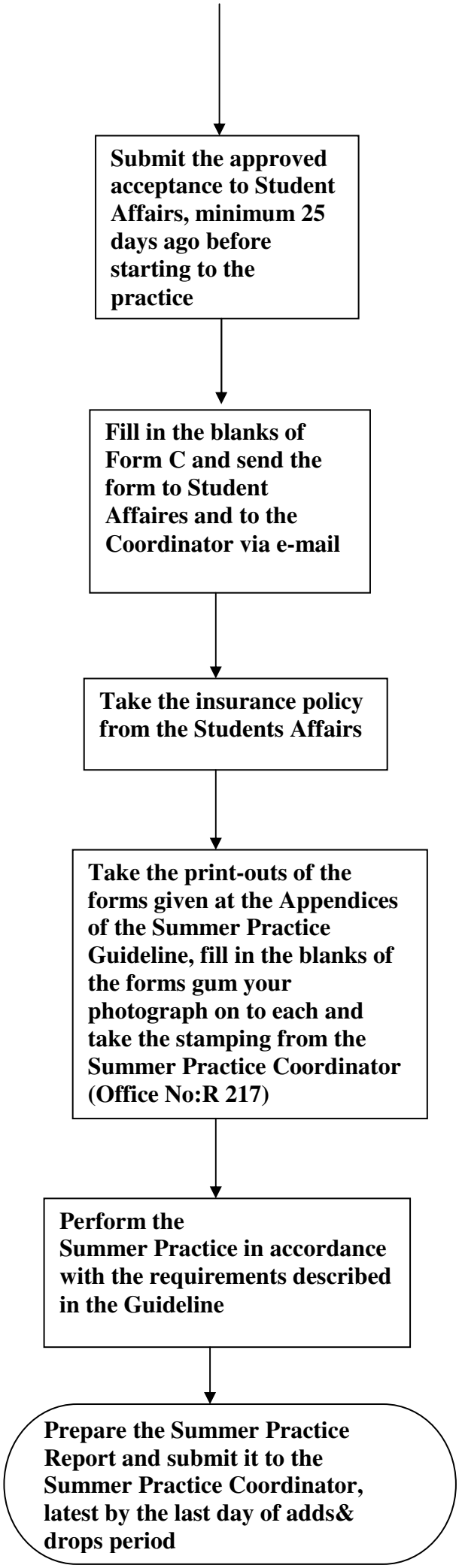

START
Apply to
Summer Practice
Coordinator
(Office No: R-217)
Apply to companies
for utilizing an
available quota.
(Letter of Application
(Form A) may be
taken from Student
Affaires or from the
Summer Practice
Coordinator
Take a Letter of Acceptance
(Form B) from the company and
bring it to the Summer Practice
Coordinator for taking the
approval
Whether the
Company was
approved as
convenient for
the training?
NO
YES


Submit the approved acceptance to Student Affairs, minimum 25 days ago before starting to the practice
Fill in the blanks of Form C and send the form to Student Affaires and to the Coordinator via e-mail
Take the insurance policy from the Students Affairs
Take the print-outs of the forms given at the Appendices of the Summer Practice Guideline, fill in the blanks of the forms gum your photograph on to each and take the stamping from 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 and submit it to the Summer Practice Coordinator, latest by the last day of adds& drops period