
Regulations for Summer Practice

All documents needed related to the courses 290 and 390 for and during the application process are available on our department web site. http://iaed.bilkent.edu.tr/?page_id=107

Students are required to contact their advisor to confirm how to submit the required application documents. This process can be online and/or face to face.

The summer Practice should be continuous and last for one month. Students will identify an appropriate office.

As soon as students have found an summer practice position, the following steps **must be completed (in order):**

- Students will inform their advisor about their company/office choice.
- Students will download Document B-1 Letter of Introduction from the department web site.
- Students will download Document B-2 Letter of Acceptance from the department web site.
- Students will fill out B-2 Document of Acceptance.
- Students will deliver B-1 Letter of Introduction and B-2 Document of Acceptance to their advisors for signature.
- Advisors will sign Document B-1 and Document B-2.
- Advisors will deliver Document B-1 and Document B-2 to their advisees.
- Students will deliver Document B-1 Letter of Introduction to the company/office.
- For further evaluation the company shall keep document B1 Letter of Introduction.
- Students will deliver Document B-2 Letter of Acceptance to the company/office.

Upon a successful interview:

- Students will deliver Document B-2 Letter of Acceptance signed and stamped by the company/office to their advisor.
- Document B-2 Letter of Acceptance serves as the official application form to the summer practice and as an application for student insurance.
- Students can only apply to Summer Practice via Document B-2 Letter of Acceptance submitted to their advisors.
- Students will print Document B-3 Letter of Evaluation from the department web site.
- Students will deliver Document B-3 Letter of Evaluation to the company/office.
- Students will take the signed Document B-3 Letter of Evaluation from the company after completion of their Summer Practice.
- Students will keep Document B-3 Letter of Evaluation for submission in the coming academic year.

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