

Summer Practice FAQ (Frequently Asked Questions).

A. REQUIREMENTS AND RESTRICTIONS

1. Can I perform my internship when I am on Probation status at the end of the semester?

NO. If you are on Probation, you **cannot** apply for insurance, carry out the internship that summer, or register for the CHE 300/400 course at the semester following the practice. You **MUST** first exit Probation status to achieve regular (satisfactory or higher) standing and you **MUST** have passed the prerequisite courses.

2. Can I co-attend Summer School with Summer Practice?

NO. Summer Practice cannot overlap with classes or registration periods in any period.

3. Can I perform my internships in quality assurance laboratory divisions?

NO. CHE 300 can be performed only in the production department of a facility for 20 days, while CHE 400 can be a production internship for 20 days or an approved R&D internship (at an R&D facility approved by the Ministry of Industry) for 40 days. A summer practice at a facility dedicated solely to quality control/assurance is **not** acceptable in any case.

4. Can my internship be longer than 20 days / 40 days for production/ R&D?

YES. As long as your summer internship advisor approves, you can carry out longer (extended) internships while remaining insured from the university.

5. Can the internship be online?

NO. None of the internships can be online and such requests will be rejected.

6. When can I perform a voluntary internship with insurance? You can perform a voluntary internship if you are a TR citizen, only after you complete the CHE 300 practice and before your graduation semester. To be insured, you need to apply to the department in advance with a formal petition. See also the answer to Q7 below.

7. What are the rules and restrictions for voluntary internship?

ChE300 must be completed and a formal petition submitted. The place of internship MUST be pre-approved by the department: It can be in a production plant or an R&D facility accredited by the Ministry of Industry (same as CHE400). You also need to submit your detailed Internship Report to the department together with the internship notebook and the surveys after completing it.

8. Can I perform an extended internship during the semester?

As a formal CHE 300/400 internship, the answer is **NO**. You are not allowed to carry out summer practice studies within the semester including the registration period. CHE 300 or CHE 400 should be performed in production (or government-approved R&D) departments during summer for 20/40 days or longer (if approved by the advisor).

You can still perform a semester internship outside the formal internship framework, but we urge you to make sure that the internship does not interfere with your course participation and success.

B. PAPERWORK

9. Where can I get the Mandatory Internship document (Zorunlu Staj belgesi)?

First, you need to fill in form **S1-F1**. With this form, you confirm that you are aware of internship prerequisites, and that you know you will not be able to carry out the internship if you fail to meet the prerequisites at the end of the semester.

Send the form S1-F1 by email to Mr. Yüksel Karataş (kayuksel@metu.edu.tr). He will send you the document.

10. Where do we need to submit the insurance papers?

Once your advisor approves your request and your place of internship, you have to fill the required insurance forms and send them via email to fturgut@metu.edu.tr while also **cc'ing your summer internship advisor's email address**. The documents will be processed and sent by the department. You need to submit the papers 2 WEEKS prior to the internship starting date.