**ATTENTION !!!!**

**DUE DATE FOR SUMMER PRACTICE APPLICATIONS**

**MAY 18, 2018 – FRIDAY**

LAST DAY TO SUBMIT :

* **THE SUMMER PRACTICE APPLICATION FORM** (If Saturdays are officially included to workdays, please certify it with a correspondence from the company)
* **FORMS ON SUMMER PRACTICE INSURANCE** 
  + **ÇANKAYA ÜNİVERSİTESİ STAJ ÜCRETLERİNE İŞSİZLİK FONU KATKISI BİLGİ FORMU**
  + **ÇANKAYA ÜNİVERSİTESİ ZORUNLU STAJYER ÖĞRENCİ SİGORTA GİRİŞ FORMU**

THE STUDENTS WHO WOULD LIKE TO REGISTER FOR **2017-2018 SUMMER PRACTICE (INAR100/ INAR200/ INAR300)** SHOULD BRING THE CORRESPONDENCE ABOUT THE ELIGIBILITY AND ACCEPTANCE OF THE COMPANY UNTIL MAY **18, 2018.**

Please fill in the application form completely and submit the printed copy containing the approval of the Company Manager to the Department Chair, and mail its electronic copy to [inarsummerpractice@cankaya.edu.tr](mailto:inarsummerpractice@cankaya.edu.tr). Upon the arrival of *both copies*, the printed copy will be forwarded to the related Summer Practice Committee for approval. Incomplete forms will be returned back to the Department. The approved form is finally sent to the Summer Practice Coordinator for approval.

IN THE FOLLOWING WEEK, THE COMMITTEE WILL EVALUATE THOSE APPLICATIONS, THE COMMITTEE WILL ANNOUNCE THE STATUS OF YOUR APPLICATION (APPROVED OR DISAPPROVED) ON **MAY 25, 2018**. IN CASE OF AN APPROVAL, THE COMMITTEE WILL GIVE YOU THREE FORMS:

* A LETTER TO BE SUBMITTED TO THE COMPANY WHEN STARTING YOUR SUMMER PRACTICE
* THE EVALUATION FORM TO BE FILLED BY THE COMPANY
* THE INSTRUCTION MANUAL FOR SUMMER PRACTICE REPORT

IN CASE OF AN INAPPROVAL, YOUR SUMMER PRACTICE APPLICATION WILL BE CONSIDERED AS INCOMPLETE AND YOU WILL HAVE ONE ADDITIONAL WEEK TO FIND ANOTHER COMPANY FOR SUMMER PRACTICE. LAST DAY TO SUBMIT YOUR INCOMPLETE APPLICATION IS **JUNE 1, 2018**.

AT THE END OF THE SUMMER, YOU ARE REQUIRED TO SUBMIT A SUMMER PRACTICE REPORT TO THE COMMITTEE:

**DUE DATE FOR REPORT SUBMISSION:**

**OCTOBER 5, 2018**