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Receive the SGK insurance policy from the Students Affairs
(It is going to be sent by Student Affair staff via e-mail to your address)

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Paste your photograph on to the Inspector Form.
If the company rejected using SPME take the print-out of the Grading Form, and submit it to the staff of the company who will supervise and grade your training.

Take the print-out of the Inspector Form and keep it during the training, if inspector visit the company he/she will ask the form to fill in.

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Perform the Summer Practice in accordance with the requirements described in the Guideline (see web page <http://users.metu.edu.tr/nccmesp/>)
When you complete your training don not forget to take the signature of the supervisor and the company seal on the “Work Summary” sheet.
Remind the supervisor to fill in the Grading (Confidential) Form. If the company accepted to use SPME, the supervisor shall fill in the grading form in SPME environment

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Prepare the Summer Practice Report and login to SPME environment and upload it , latest by the last day of adds& drops period