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**Receive the SGK insurance policy in your E-Devlet account (for Turkish students)
(for any problem about SGK record apply to Student Affairs**

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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 Internship Work 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 in SPME environment**

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