

**MIDDLE EAST TECHNICAL UNIVERSITY  
ENGINEERING FACULTY  
SUMMER INTERNSHIP REGULATIONS**

1. In order to have an METU Engineering BSc degree, the students of Metu Engineering Faculty Departments must practice internships beyond their necessary course and laboratory works.
2. The years, durations, contents, time periods of contents, kinds of foundations for practicing the internship are determined by departments. The minimum internship duration is given in the Internship Success Document (page 2-3).
3. Each department has an “Internship Committee” consisting of at least one teaching staff. This committee conducts the internship affairs related with the department in charge of department chair. Members of the committee are selected by department chair.
4. Engineering Faculty has a “Faculty Internship Committee” which assembles when it is necessary. This committee is formed from one substitute from each department having mandatory internship, the Dean chairs the committee and it have the departments conduct the internship procedures in common rules.
5. The quotas of internships hold by departments, if any, are distributed to the students according to their graduation status, academically success, previously quota usage respectively or by lot by Internship Committee.
6. The students who find their internship foundations by themselves are expected to submit enough information about the foundation to the Internship Committee before they start practicing their internship and they must be approved by the committee. Practicing internship at a foundation without approval may not be taken into account and the students are in charge of this situation.
7. Each student who is to start practicing internship obtains an “Internship Guide”. Necessary information and forms about internship are given in this guide. The student takes notes daily on his/her studies during the internship period and finally uses those notes while preparing internship report according to Internship Report Format. The student submits the report to Internship Committee in the following term while registering after his/her internship. This deadline may be exceeded by the committee. At the end of given time, the students who did not submit their internship reports to the committee are regarded as not practiced internship. Departments may require other documents related with the internship beyond this report. Giving back those documents and reports to the successful students is up to decisions of department committees.
8. The student who did not write his/her report in the defined format is demanded to write it again in two weeks in appropriate format if his/her internship was successful. The students who don't submit the report again in the appropriate format and the students whose reports are refused must repeat their internship.
9. Each student must give the foundation the internship success documents labeled “CONFIDENTAL” before the internship. At the end of the internship, one of those forms is send to the department as certified. This is duty is in charge of the student. The other form is kept by the foundation.
10. The students whose status is F in average in the success document or the ones whose attendance is F must repeat this internship.

11. The internship grades are given by the advisors of the students.