

...../...../2012

Başkent University
Faculty of Engineering
Department of Mechanical Engineering,
(Fax Number: (+90) 312 246 66 60

The student of your department named with ID, began his/her MAK..... summer practice in our company at...../...../2012 and will complete his/her 20 workday summer practice at...../...../2012

(Cachet-Signature)

IMPORTANT NOTES:

- 1- Beginning and end dates of summer practice period should be noted to the mechanical engineering secretary at the beginning of the summer practice by fax.
- 2- Summer practice committee of the department may check the student during summer practice period by phoning the company.
- 3- All students have to attend to their summer practice within specified time period. If any student that does not obey this rule is detected during checks, their summer practice report will not be accepted by the department and they will need to repeat their summer practice.
- 4- Summer practice period should be out of semester registration and education period of the university.
- 5- Students, attending their summer practice in a company working at Saturdays and Sundays, should prove that case by getting a confirmation document from the company, otherwise their summer practice will not be valid by the department.