



GUIDELINES FOR INTEGRATED SUMMER TRAINING

1. Any department of University of Turkish Aeronautical Association may have special requirements, questions, tasks and regulations about their Integrated Summer Training (IST). Therefore, students must comply with their respective department's IST requirements, questions, tasks and regulations.
2. Each IST duration cannot be less than 20 work days. IST can start any time after ending of the current spring semester and end any time before start of the next fall semester.
3. Duration of IST cannot conflict with the academic semesters.
4. Students can refer to Integrated Summer Training Flowchart for necessary processes in order to start their IST and deadlines for assignments.
5. The company must have at least 4 full-time working engineers.
6. The company must have at least 2 full-time working Electrical and Electronics Engineer (EEE).
7. The company must be operational continuously in the duration of the Integrated Summer Training (IST).
8. If failed before, IST cannot be repeated in the same company.
9. The company's owners, executive managers, plant manager etc. personnel cannot have blood relation with the student.
10. Students should find companies to perform IST on their own. No department is responsible to find their students companies to perform IST. However, companies may send quotas for trainees and if the department finds these companies suitable, these quotas may be announced for students to apply.
11. Health insurance is compulsory to perform IST. Therefore, every student must have health insurance. This insurance is provided by the university. For more information, refer to Integrated Summer Training Flowchart.
12. The institution/ company name and the starting- ending dates should be stated on "COMPULSORY INTEGRATED TRAINING ACCEPTANCE FORM" (EK-2).
13. For any approval or delivery, students must come during the specified and announced time.
14. After completion of the necessary tasks to start IST, students need to have final approval mail sent from department secretary.
15. Students must fill a logbook. This logbook must be filled by student, approved and signed by the department director in the company for each day.
16. Students must provide company with "COMPULSORY INTEGRATED TRAINING STUDENT EVALUATION FORM" (EK-3). This form must be filled by the company, put in a sealed and signed envelope and either sent to the university by the company via postal service or given to the student to be submitted to the IST coordinator in CLOSED form.
17. Students must fill "COMPULSORY INTEGRATED TRAINING PLACE EVALUATION FORM" (EK-4) and submit it to the IST coordinator.
18. IST reports must be written in formal English. Attention must be paid to grammar, spelling and orthography rules.
19. All the documents that will be submitted except "COMPULSORY INTEGRATED TRAINING STUDENT EVALUATION FORM" (EK-3) must be submitted in one spiral bound format. EK-3 must be submitted separately. All the submissions must be done at once. Incomplete submissions will not be evaluated.
20. Submission dates are the first two weeks of the fall semester. Late submissions will not be accepted or evaluated.

21. IST reports will be evaluated by the IST committee. Verbal or written exam can be applied to any student if deemed necessary. Also, if deemed necessary, committee can ask for a rewrite for IST report or ask students to repeat their IST.