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 summer school, spring semester or fall semester.
4. Students can refer to Integrated Sumer Training Flowchart for necessary processes in order to start their IST and deadlines for assignments.
5. 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.
6. 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.
7. After completion of the necessary tasks to start IST, students need to have final approval mail sent from department secretary.
8. 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.
9. 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.
10. Students must fill "COMPULSORY INTEGRATED TRAINING PLACE EVALUATION FORM" (EK-4) and submit it to the IST coordinator.
11. IST reports must be written in formal English. Attention must be paid to grammar, spelling and orthography rules.
12. Students must use "Term Project Report Format" for their IST reports. This document can be found in http://sci.thk.edu.tr/ address.
13. 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.
14. Submission dates are the first two weeks of the fall semester. Late submissions will not be accepted or evaluated.
15. 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.