

Dear Students of Architecture,

You may conduct your **ARCH290** (survey) and **ARCH390** (office) summer practices in this semester upon your arrangements, the prerequisite condition has been suspended for this summer because of COVID situation; **ARCH190** (design and built) will not be able to be done in this semester. In this sense, those who have to take **ARCH190** (design and built) in this semester can postpone it at the time after normalization and can take **ARCH290** (survey) and/or **ARCH390** (office) in this semester.

Submissions of summer practice report/s of **ARCH290** and **ARCH390** will be on Microsoft Team.

In this sense, you are required to do the steps in the list below;

STEP 1: Download the application form of summer practice in **Student Portal**,

STEP 2: Print A4 size application form. Then, fill all needed information (name of the company, contact info of the company with including e-mail address, and all other details about the company, etc.)

Note: The photo of you will have pasted with glue after printout.

STEP 3: Scan your application form and upload it into **Student Portal**,

STEP 3: Wait for approval from **Department of Architecture** Authorities,

STEP 4: Download and Print 'A3 size booklet' in **Student Portal**,

STEP 5: Fill 'A3 size booklet' day by day during your summer practice process,

STEP 6: Take a scan of the files (**A4 size-approved application form** and **A3 size-filled booklet**) and then submit them on the Microsoft Team; The group name for submissions will be announced.

Important Dates;

Last registration duration: Before the final exams of the semester (fall or spring).

Last submission duration: During the registration period of the semester (fall or spring).

Chairs office,

Department of Architecture