Online summer training is being accepted. Steps are:

* It is better to do the summer training after the 6th semester. However, finishing 4 semesters is also acceptable.
* Summer training should be 40 working days or 20 days. Please count only working days.
* Contact a company (You may send them a letter as in the link below; you can also get the letter from department secretary). This letter must be signed and stamped from our department first;
* Get acceptance letter [by email or by fax], See the link below;
* Fill insurance form, and pay the required fees (5TL/Day); see the link below. Fill the starting date and finishing date correctly. Remove holiday. It must be 40 days. No more and No less; Payment should be in the university account under the name: “Yaz stajı Sigorta harcı”
* Prepare three sets of papers, where each set contains
* The filled insurance form, with your picture attached to it. Take care to the starting/ending dates. Record the working days only;
* The acceptance letter from the company;
* The bank receipt;
* The passport/photocopy.
* Submit these sets to the DEPARTMENT, then DEAN office, then REGISTRAR office for approval**.**
* **In case you are abroad, send the scanned copy of: acceptance letter from the company, completed insurance form (with your picture placed in this form), passport/identity card photocopy, and bank-payment receipt by email to:** [**omar.ramadan@emu.edu.tr**](mailto:omar.ramadan@emu.edu.tr) **, for CMPE students and** [**zeki.bayram@emu.edu.tr**](mailto:zeki.bayram@emu.edu.tr) **for CMSE students [you may contact one of your friends in North Cyprus to facilitate this process]. Students who are at TRNC can do this in person, by applying to the Department Secretary.**
* Collect log-book from Book Store, (it must be designed to computer engineering), if you abroad, see the link below for the log-book pdf file;
* Record your daily  activities;
* Upon completion, sign and stamp the log-book from the manager; Envelope must be closed and sealed.
* Write your report.
* For those students who will graduate this summer, presentation will be done online. In this case, you will upload report to MS-team. For this step, send your Student number, and name to summer training coordinator to add you to the team; In case you are abroad, scanned copy of the log-book must be sent using e-mail by the manager.
* For students who do not graduate this summer, presentation will be done during 2020/2021-Fall.
* You can summer training at the same time doing summer school, for this summer only.
* You can sign the forms from summer training coordinators:

Dr. Omar Ramadan ([omar.ramadan@emu.edu.tr](mailto:omar.ramadan@emu.edu.tr) ), (for CMPE) or

Dr. Zeki Bayram ([zeki.bayram@emu.edu.tr](mailto:zeki.bayram@emu.edu.tr) ), for (CMSE)or

Dr. Cem Ergun ([cem.ergun@emu.edu.tr](mailto:cem.ergun@emu.edu.tr) ), (for BLGM).

Forms link: <https://staff.emu.edu.tr/omarramadan/en/teaching/cmpe400/home>