

Dear Students

If you have found a summer practice yourself or arranged by the department you should follow the procedure given below.

Before you go

1. Summer practice must be minimum 20 working days.
2. At least **10 days** before you go to the summer training (required only for places in Turkey), send a message to our secretary Miss. Aysel ÖZMEN ([aozmen@metu.edu.tr](mailto:aozmen@metu.edu.tr)) attaching the Excel file you can find in the following link:  
<https://pete.metu.edu.tr/system/files/Stajyer%20Ogrenci%20Bilgi%20Formu.xls>
3. Bring two pictures with you and get the freely available summer practice booklet from our secretaries' office. You should write your name and sign the list before getting the booklet. The pictures will be glued to the first page and 3rd (in Turkey)/4th (outside of Turkey) pages.
4. Don't forget to get the insurance letter before you go to the summer training. It will be available only if you did the number 1.

While you are in the summer training

5. Take pictures, keep a diary, take lots of notes.
6. Ask your summer training company to send the booklet page 3 to our department or bring with you in a signed/stamped closed envelope.

After you come back

7. Register for the course (either PETE300, or PETE400)
8. Check announcements about the submission schedule of the report.
9. Don't forget to check from secretaries' office if your grades have arrived or not to the department before end of semester.