

FREQUENTLY ASKED QUESTIONS - SUMMER 2023

- **For which time frame should we target for our Summer Training?**

The University Administration has placed the following note on our official WEB site:

The academic calendar for the 2022-2023 Spring semester is currently under revision. On February 20, the University Senate decided to extend the Spring break to last from March 4 to March 12. Once information about how the lectures and practical learning components will be conducted in the rest of the Spring semester is finalized, the Senate will make further changes in the academic calendar.

We do not know the details at this point, but it is likely that further changes will take place in the academic calendar and the ending dates of the Spring semester and the final exam dates will be updated. Therefore, you may consider arranging Summer training preferably in the mid-July to mid-September time frame as a precaution.

- **Whom should I contact for my questions related to Summer Training?**

If you have questions related to the Summer Training application, insurance for work related accidents and occupational diseases, documents to be signed by the Dean or Associate Dean, etc. you need to send an e-mail to mfstaj@bilkent.edu.tr and you should not be sending e-mails to individuals.

If your questions are related to what to expect from Summer Training, how to write the Summer Practice report, or topics that require Department approval (read this document carefully on these matters), etc. then you need to contact Departmental Summer Training coordinators or Departmental Administrative Assistants.

- **How can I contact the Administrative Assistants for matters regarding Summer Training applications?**

The Dean's office is responsible of keeping track of the approved list of companies, the insurance process, and application approvals by means of checking prerequisites, 20 working days requirements, etc. At the Dean's office, the two following staff members are the administrative assistants assigned to Summer Training-related matters: Ms. İpek Sürücü and Mr. İlkan Sara, both of whom will be responding to e-mails sent to mfstaj@bilkent.edu.tr

- **Could we do mandatory Summer Training at our own department with a Faculty Member or at a University in Turkey?**

In the mandatory summer practice, students are expected to attain exposure to professional practice outside Bilkent, preferably in the industry. Therefore, doing research with a Bilkent faculty member or at another University in Turkey as a mandatory summer practice will not be possible.

- **Could we do mandatory Summer Training at a Research Center in Turkey or at a University abroad?**

Such requests should be directed to Department Coordinators for approval.

- **Could we do online (remote) Summer training?**

As a general principle, students are expected to pursue on-site Summer Internships at a Company. However, on-line training has become commonplace with the Companies offering an increased number of on-line internship positions. Consequently, the Departments may allow on-line Summer Training for Summer 2023 when they find appropriate. An exception is ME299, which has a stringent requirement on on-site Summer training.

- **Do I need to use the system for voluntary internships?**

No, the system is mainly for mandatory internships. For voluntary internships, you can contact the Administrative Assistants at the Dean's Office via e-mail.

- **Whom should we contact regarding the Summer Training-related courses xx299, and xx399, prerequisites, Summer Practice reports, etc.?**

You need to contact your own Departments and Department secretaries for such matters.

- **Can I do two Summer Trainings in the same Summer?**

We expect the students to have two Summer Trainings in two separate Summers. The choice of the prerequisites also does now allow this possibility. However, such requests are approved occasionally by the Department Coordinators when there is a risk involved regarding the delaying of the graduation of the student. If a student did two Summer Trainings in the same Summer (this can only be possible with the approval from the Department coordinators), then she/he must register for both of the Summer Training courses in the following Fall semester and submit both of the reports.

- **Can I delay taking (and also passing) the xx299 and xx399 courses?**

No, the students need to pass these courses within the next two semesters following the completion of the Summer training. As an example, when you

complete the Summer training in Summer 2023, you need to register for the related course and pass in either of the next Fall or Spring semesters. Otherwise, the Summer Training needs to be repeated.

- **What are the conditions to be satisfied for passing the xx299 and xx399 courses?**

The performance of the Student in the Summer Training needs to be indicated as *successful* in the Evaluation Form signed by the Company. Moreover, the Summer Practice Report submitted by the Student needs to be approved by the Department after it is evaluated by a Faculty Member. When these two conditions are met, then the Student is deemed *successful* for the related course.

- **When will we be able to start applying using the system?**

The system will be operational by around Mid-May.

- **My Summer Training will start in less than two weeks? Can I apply?**

You may apply but there is no guarantee that your application will be approved and the insurance process will be completed before the official start date. As a general guideline, the students need to apply at least two weeks before the training start date, which will give us enough time to complete the approvals and the insurance process.

- **I have an acceptance for Summer Training? Can I apply now?**

No. The application system will be operational by Mid-May after which you may apply. However, if the company is not approved yet on mfstaj, you may start to work towards its approval by the Department Coordinators.

- **I have already applied. How can I check the status of the insurance process?**

In order to track the insurance process, the students will need to check this out at E-Devlet by searching "Sosyal Güvenlik Kurumu/4A İşe Giriş Çıkış Bildirgesi" and generate and download the relevant document required by the Employers.