

FACULTY of ENGINEERING SUMMER TRAINING APPLICATION PROCESS

Faculty of Engineering has a web-based system, called mfstaj, for performing summer training operations, that can be reached from the link below. The pages in this system provide more detailed information about the summer training application process.

<http://mfstaj.bilkent.edu.tr>

- Summer training application procedures are executed by Faculty of Engineering Student Affairs Office and Staff (located in Dean's Office, EA Building, 2nd floor, Tel: 290 2354, 290 1261) with the help of mfstaj system.

The aim of mfstaj system is to inform Faculty of Engineering students about some possible summer training places and guide them about the application process. In mfstaj, students can see a list of companies where summer training can be done for each of the engineering departments. It is, however, not possible to make a direct summer training application to a company through this system. Additionally, the students are not limited with the companies listed there.

A student may login to mfstaj by using his student ID number and BAIS password. After login, detailed menus will direct a student to related information and procedures.

- Only one set of summer training documents will be provided to a student by Faculty of Engineering Student Affairs Office for each of the two *required* (mandatory) summer trainings he will do at the end of the 2nd and 3rd years. A Faculty of Engineering student needs to do one required summer training at the end of 2nd year and another one at the end of the 3rd year. The training duration should be at least 20 *working days* (weekend days should not be counted), but can be more.

According to the Social Security Law no. 5510, item 5b, each student is insured for “work related accidents and occupational diseases” during their 20 working days of summer training. As long as a summer training period does not overlap with the beginning of the next semester, it is possible to extend the insurance to cover a longer summer training period. In order to meet insurance requirements, students are required to provide their “Required Summer Training Application Form” to the Engineering Faculty Student Affairs Staff at least two weeks before the beginning date of their summer training. This form can be obtained from the mfstaj system. Please keep in mind that if the “Required Summer Training Application Form” is not handed to the Faculty of Engineering Student Affairs Staff on time, summer training application will definitely be rejected for such students.

- **Summer training may start after the Spring semester has ended (May 30, 2017) and must be completed before the Fall semester starts (September 18, 2017).**
- **Students who attend the Summer School may start their training once the Summer semester has ended (August 6, 2017).**
- Each student is responsible to find and arrange a company to do summer training **on his own**. A list of companies where summer training can be done, together with the company information like name, address, telephone number, etc., is available in mfstaj system. A student may arrange his training with a company **in or out of** this list.
- After deciding on and arranging with a company to do summer training, a student needs to get an *acceptance letter* from the company. The letter should include the training dates as well. It is essential that the letter provided by the company is **an official acceptance letter, signed and stamped by the legally authorized executive of the company.**

- A student must make sure that the company is *approved* by his department. The student can check this from the mfstaj system, which also stores the information whether a company in mfstaj list is approved or not. It is possible that a company may be listed in mfstaj, but not approved yet. If a company is not in the company list in mfstaj or is not checked as “approved” for a department, it will be considered as “unapproved” for the department. A student who wish to arrange a summer training in a company that is not approved yet, he needs to first add the company information to mfstaj system (if not there already) and then ask for approval to one of the summer training coordinators of his department by presenting his acceptance letter he received from the company. Only the summer training coordinators can approve the companies by signing on the acceptance letter and marking the company as “approved” in the mfstaj system.

After making sure that the company is approved, a student can generate the “Required Summer Training Application Form” in the mfstaj system. A printout of the form accompanied with the acceptance letter from the company must be handed to the Faculty of Engineering Student Affairs Staff at least two weeks before the beginning date of the summer training.

Summer training coordinators of the engineering departments are the following:

CS : Selim Aksoy, İbrahim Körpeoğlu
EE : Tolga Çukur, Ziya İder
IE : Osman Oğuz, Nil Şahin
ME : Şakir Baytaroğlu

- Faculty of Engineering Student Affairs Office will give **all documents related to summer training to the student in a sealed, signed and stamped envelope. Since the documents in this envelop are considered as a part of the graded activity, a student is supposed to deliver the envelope to the company without opening the envelope. And, at the end of the training, a student needs to bring back another sealed, signed and stamped envelope from the company to the Faculty of Engineering Student Affairs Office including some other forms completed by the company. Neither the Dean’s Office nor the Departments will accept any envelopes that are opened, not signed or not stamped.**
- **The delivery of the documents before and after the training to both parties (the company and university) is under the responsibility of the student.**
- Those who have decided the company to do the training and handed the required documents to the Faculty of Engineering Student Affairs Office, cannot change the place of training due to initiation of the social security insurance process. Therefore, it is highly recommended to finalize the application process and obtain the related material from Faculty of Engineering Student Affairs Office only after the final decision is given about the company.
- It is recommended to check the location of the company selected for summer training carefully to avoid unpleasant surprises. This information is also important for lodging arrangements.
- When training is completed, students are required to go and check personally if their summer training evaluation form is received by their departments or the Dean’s Office.

The students must be very careful in following the application procedures explained above; the deadlines announced by the companies, training start and end dates, training duration in *working days*, social security insurance procedures, and the **two week deadline to hand in the application documents to Dean’s Office.** Keeping all this in mind, we wish you success in finding and arranging the best summer training opportunity.