

BILKENT UNIVERSITY FACULTY OF ENGINEERING

Summer Training Application Process for Summer 2023

The Summer Training application process for the Engineering Faculty students is being administered by the **Dean's Office, Faculty of Engineering** (located in Room **225** of **EA** Building, 2nd floor, Tel: 2901261, 2902354) using the so-called **mfstaj** system (<http://mfstaj.bilkent.edu.tr>), the Web-based database system maintained by the Faculty of Engineering, for performing Summer training-related operations. **The mfstaj system will be operational for Summer 2023 applications at around Mid-May 2023.** The aim of **mfstaj** is to inform the Engineering Faculty students about potential companies for Summer internships, to guide them through the application process, and to register their application information.

At the current **mfstaj** system (a student may log in to the **mfstaj** system by using the student's Bilkent SRS ID number and password), the students can see a list of approved companies where Summer Training can be done for each of the Engineering Departments. **It is, however, not possible to make a Summer Training arrangement with a Company using this system.**

An Engineering Faculty student needs to complete two mandatory Summer Trainings, one in the Summer (xx299) just after the second curriculum year and another one (xx399) in the Summer just after the third curriculum year; as indicated in the official curricula of the Departments. **The Training duration must be at least 20 working days (weekend days are not counted), but can be more. These 20 working days must be consecutive (except intervening holidays). According to the Social Security Law no. 5510, item 5b, each student doing Summer Training on-site in Turkey needs to be insured for "work related accidents and occupational diseases" during her/his 20 working days of Summer Training, and Bilkent University provides this insurance.** As long as the Summer Training period does not overlap with the beginning of the Fall semester, it is possible to extend the insurance to cover longer Summer Training periods.

Table 1 The prerequisite courses for Summer Training for each Department

	CS	EEE	IE	ME
xx299	CS202	n/a	IE271 or IE272	ME211 and ME231
xx399	CS299	EEE299	IE299	ME212 and ME342 and ME371 and ME381

Each student is responsible of finding and arranging with a Company to do Summer Training on her/his own. **After arranging with a Company to do Summer Training, a student needs to get an acceptance letter from the Company, which must include the start date and end date of the Summer Training.** It is essential that the letter provided by the Company is an official acceptance letter with an official letterhead, signed and stamped by a legally authorized executive of the Company. Also, the student must make sure that the Company is approved by her/his Department. The student can check this out through **mfstaj** which also gives information about whether a Company listed in the system is approved or not, for each Department. It is possible that a Company may be listed in the system, but not approved yet for a Department. If a Company is not listed in the system or is not checked as *approved* for the Department, it is considered as *unapproved*. In this case, the student needs to add the new Company information to the system (if not already there) and then ask for approval to one of the Summer Training coordinators of her/his Department by presenting the acquired acceptance letter from the Company. Coordinators may request additional information or documents from the student about the Company to make sure it is an appropriate place to do Training. Only the Summer Training coordinators can approve the companies by marking the Company as **approved** on the system.

Current Summer Training coordinators of the four Engineering Departments are:

- **CS:** Shervin Rahimzadeh Arashloo, Özgür S. Oğuz
- **EEE:** Ziya İder, Aykut Koç
- **IE:** Bahar Yetiş Kara, Nil Şahin, Özlem Çavuş (IE399)
- **ME:** Şakir Baytaroğlu

The mfstaj Summer Training Application procedure is listed below.

- 1) The student with a **signed acceptance letter** from a Company (that is already approved on the system), will first fill a mandatory **Summer Training Application Form** on **mfstaj**
- 2) The student will then send an **e-mail to mfstaj@bilkent.edu.tr** attaching the signed acceptance letter from the Company and letting the Dean's office know about her/his Summer Training Application
- 3) The Summer Training application needs to be done at least two weeks before the starting date of the Summer training, i.e., **two-weeks rule**.
- 4) After receiving the application form and acceptance letter of a student, Dean's Office will check the application thoroughly in terms of prerequisites, company, start and end dates, 20 working days, etc. When the application is approved, the insurance process will be initiated and Summer Training documents for the student will be prepared. With the two-weeks rule, there will be enough time to process the application and insure the student before the starting date of the Training.

A student can start her/his Summer Training after the Spring semester has ended. If a student is taking a course in the Spring semester, which is a prerequisite for the Summer Training course, the insurance process will not be started until the final grades are officially announced. Since processing an application and insuring a student takes around two weeks, such a student can start the Summer Training around two weeks after the submission of grades. Students who attend the Summer School may start their Summer Training after the Summer semester is over. **Applications will be accepted until 20 working days plus one week, before the Fall semester begins. Bilkent University has not**

made announcements (as of the beginning of March) on when the Spring semester will end and when the final exams will take place as well as the Summer School.

Upon the approval of the application, Dean's Office will provide all the document(s), i.e., Summer Training Evaluation Form, to the student who is expected to deliver the documents to the Company. **Moreover, at the end of the Training, a student needs to bring back another sealed, signed and stamped envelope from the Company to the Dean's Office or the Department, which will include the Evaluation Form filled and signed by the Company.** Neither the Dean's Office nor the Departments will accept any envelopes that are opened, not signed or not stamped. It is also possible that the Company may choose to send the envelope via postal mail (or e-mail) instead of sending it by the student. **The on-time delivery of the documents before and after the Training to both parties (the Company and University) is the responsibility of the student.** A student cannot start the Training until the insurance process is completed and she/he gets the insurance document. Those who arranged a Training with a Company and gave the required documents to the Dean's Office, are not expected to change the place or date of Training, due to having initiated the insurance process. Therefore, it is very important to finalize the application process and obtain the Training material from the Dean's Office only after the final decision is made about the Company and the dates.

The WEB site mf.bilkent.edu.tr (under *For Students/Summer Training*) provides some of the documents/forms you might need for Summer Training including:

- Company and Student Information Form for State Contribution
 - A Company may request State Contribution for the Summer Training of a student due to a possible payment done to the student. This can be requested from the State through the University. For this, the Company needs to fill and send a form to the Dean's Office after the Training. This form is entitled as "Company and Student Information Form for State Contribution". A student can download and present this form to the Company during her/his Training.
- Insurance Statement
 - A statement indicating the insurance requirement and the University support for getting our students insured in Turkey.
- Mandatory Summer Training Statement (in English and Turkish)
 - These signed forms may sometimes be required by the Companies (especially foreign companies) which indicate that the students have a mandatory Summer Training requirement imposed by Bilkent University. If the companies require more elaborate forms, please contact the Administrative Assistants at the Dean's Office (Ms. İpek Sürücü and Mr. İlkan Sara) for this purpose.

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 check personally if their Summer Training evaluation form is received by their Departments or the Dean's Office. Students must register for the related Summer Training course (xx299 or xx399) in the Semester immediately following the Summer Training. For example, for a Training done in the Summer of 2023, a student must register for the course in the Fall Semester of the academic year 2023-2024 and submit (in a timely manner) the Summer Practice report in the same semester based on the guidelines provided by the individual Departments.

The main mode of Summer Training is on-site training (also called face to face) with Companies and we expect the students to start to make arrangements in line with this current plan. However,

students may also benefit from the flexibility of doing on-line (remote) Summer Training with Companies as well (see Frequently Asked Questions for details) with approvals from Department Coordinators.

We wish the students success in finding and arranging fruitful Summer Training opportunities.

Prof. Nail Akar
Associate Dean of the Faculty of Engineering