

SUMMER TRAINING

for

SUMMER 2023

BILKENT UNIVERSITY FACULTY OF ENGINEERING

Prof. Nail Akar, Associate Dean

Summer Training Process

- The Summer Training application process for engineering students are administered by the **Dean's Office of Faculty of Engineering**
 - located in Room **225** of **EA** Building, 2nd floor, Tel: 290-1261, 290-2354
 - Ms. İpek Sürücü and Mr. İlkan Sara are the administrative assistants assigned to Summer training, you can reach them through e-mail at mfstaj@bilkent.edu.tr
- Maintained currently by the **mfstaj** system (<http://mfstaj.bilkent.edu.tr>) accessible to a student through the SRS id and password.
 - list of potential employees for summer internships
 - guide them through the application process
 - register their application information

Summer Training Rules

- An Engineering student needs to complete two **mandatory summer trainings**, one in the Summer just after the second curriculum year and another one in the Summer just after the 3rd curriculum year.
- The training duration must be **at least 20 working days (Monday thru Friday)**
- 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 in Turkey needs to be **insured** for “work related accidents and occupational diseases” during his 20 working days of summer training.
- Bilkent University provides this insurance
 - possible to extend for longer summer training period

Prerequisites & Department Coordinators

	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

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

Summer Training Arrangement

- Each student is responsible **to arrange with a company** to do Summer **Training on her/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 the *mfstaj* system.
- A student may arrange his training with a company approved on *mfstaj*. The student can check this from *mfstaj* which also gives information about whether a company listed in *mfstaj* is approved or not for each department.
- Only the summer training coordinators can approve the companies by checking the acceptance letter as well as the company and marking the company as *approved* in the *mfstaj* system.
- After deciding on and 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 and with official letterhead, signed and stamped by a legally authorized executive of the company**.

Process

- 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 (will be operational by mid-May)**
- 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 on mfstaj
- 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.
- 5) When the application is approved, the insurance process will be initiated and Summer Training documents for the student will be prepared.
- 6) 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.

Important Dates

- A student can start her/his Summer Training after the Spring semester has ended.
- A student must complete the Summer Training before the Fall semester begins.
- Bilkent University has not made announcements (as of March 2,2023) on when the Spring semester will end and when the final exams will take place as well as the Summer School.
- As a general policy, when the training overlaps (even partially) with the Fall or Spring semesters and/or the 20 consecutive days requirement is not met, then the training will not be counted towards xx299 or xx399.
- If a student is taking a course in the Spring semester that 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.
- Applications will be accepted until 20 working days plus one week, before the Fall semester begins. Applications that will be made after this date will not be approved by the Dean's Office.

Process

- 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 which will include the Evaluation Form completed 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.
- Those who arranged a training with a company and applied to the Dean's Office, should not change the place and date of training since the insurance process might have already been initiated.

Type of Summer Training

- Face to face on-site Summer Training with companies is the default training type
- We expect the students to start to attempt to make arrangements in this way

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 will be available at mfstaj / announcements (Company and Student Information Form for State Contribution).
- A student can download and give this form to the company during her/his training.

Summer Training Abroad

- Erasmus+
 - app.erasmus.bilkent.edu.tr
- Departmental Agreements
 - As an example, CS and EEE have agreements with the Fraunhofer Institute, Germany

Departments

- Students will receive information from their Departmental Summer Training coordinators on:
 - Department-based policies
 - What to expect from summer training
 - Summer practice reports
 - Exceptional situations
 - Etc.

Frequently Asked Questions

- **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.

Frequently Asked Questions

- **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

Frequently Asked Questions

- **Could we do mandatory Summer Training at our own department with a Faculty Member or at another 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.

Contd.

- **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 Companies recently offering an increased number of on-line Internship positions. Consequently, the Departments may allow online Summer Training for Summer 2023 when they find appropriate. An exception is ME299 which has a stringent requirement on on-site Summer training.

Contd.

- **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 Summer Practice Administrative Assistants
- **How can I contact the Summer Practice 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 for 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
- **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.

Contd.

- **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 occasionally approved 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 arbitrarily?**

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.

Contd.

- **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.

- **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 so as to give us time to complete the approvals and the insurance process.

Contd.

- **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.