

**BILKENT UNIVERSITY - FACULTY of ENGINEERING**  
**SUMMER TRAINING APPLICATION PROCESS**  
**2018**

Summer training application procedures for engineering students are executed by **Dean's Office of Faculty of Engineering** (located in Room **225** of EA Building, 2nd floor, Tel: 290-1261, 290-2354) with the help of mfstaj system.

- Faculty of Engineering has a web-based system, called **mfstaj**, for performing summer training operations, that can be reached from the link below.

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

The aim of mfstaj is to inform Engineering Faculty (EF) students about some possible summer training places, guide them about the application process, and register their application information. 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 summer training arrangement with a company through this system. Additionally, students are not limited with the companies listed here. A student may login to mftaj by using his Bilkent **SRS ID** number and password. After login, detailed menus will direct the student to related information and procedures.

- An 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 must be at least *20 working days* (weekend days are not counted), but can be more. These 20 working days must be *consecutive*.
- 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. 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.
- A student can start his summer training **after the Spring semester** has ended (May 28, 2018 – end of final exams). A student must complete the training **before the Fall semester** starts (September 24 - 2017, first day of classes). If a student is taking a course in Spring 2018 that is a **prerequisite** for doing summer training, the insurance process will not be started until grades are announced (June 4, 2018). Since processing an application and insuring a student takes around 2 weeks, such a student can start the summer training two weeks after the submission of grades.
- Students who attend the **Summer School** may start their training once the Summer semester has ended (August 1, 2018 – end of final exams). Again, if a student is taking a prerequisite course in summer semester, the insurance process can only be initiated after the grades are announced (August 6, 2018).
- 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 (start date, end date). It is essential that the letter provided by the company is an **official** acceptance letter with an official letterhead, 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 mfstaj, which also gives information about whether a company listed in mfstaj is approved or not for each department. It is possible that a company may be listed in mfstaj, but not approved yet for a department. If a company is not listed in mfstaj 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 mfstaj (if not already there) and then ask for approval to one of the summer training coordinators of his department by possibly presenting his acceptance letter from the company. Coordinators may request additional information or documents from the student about the company to make sure it is a good place to do training. Only the summer training

coordinators can approve the companies by possibly checking the acceptance letter and marking the company as “approved” in mfstaj system.

- **Summer training coordinators** of four engineering departments are the following:
  - **CS:** Selim Aksoy, İbrahim Körpeoğlu
  - **EE:** Tolga Çukur, Ziya İder
  - **IE:** Osman Oğuz, Nil Şahin
  - **ME:** Şakir Baytaroğlu
- After making sure that the company is approved in the system, a student will fill and print a “**Required Summer Training Application Form**” in mfstaj. A printout of the form accompanied with the acceptance letter from the company must be given to Dean’s Office **at least two weeks** before the beginning date of the summer training. In this way there will be enough time to process the application and insure the student before the start date of the training. If this form is not given on time, the summer training application will be rejected.
- After receiving the application form and acceptance letter of a student, Dean’s Office will check the application. If application is approved, the insurance process will be initiated and summer training documents for the student will be prepared. **Only one set of summer training documents** will be given to a student by Dean’s Office for *each* of the *two required* (mandatory) summer trainings he will do at the end of the 2nd and 3rd years.
- Dean’s Office will give all documents related to a summer training to a student in a **sealed, signed and stamped envelope**. Since the documents in this envelope are considered as a part of the graded activity, a student is supposed to deliver the envelope to the company without opening it. And, at the end of the training, a student needs to bring back another sealed, signed and stamped envelope from the company to Dean’s Office, that will include 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. It is also possible that the company may choose to send the envelope via postal mail instead of sending it via 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 can not start the training until insurance process is completed and he gets the **insurance document**.
- Those who arranged a training with a company and gave the required documents to Dean’s Office, **can not change the place** of training, due to initiation of the insurance process. Therefore, it is very important to finalize the application process and obtain the training material from Dean’s Office only after the *final decision* is given about the company.
- 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 State through the University. For this, the company needs to fill and send a form to Dean’s Office after the training. This form is available at mfstaj (**Company and Student Information Form for State Contribution**). A student can download and give this form to the company during his training.
- 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.
- Students must register for the related summer training course (XX299 or XX399) in the **immediately following semester** after the summer training. For example, for a training done summer 2018, a student must register for the course in Fall 2018 and submit the report in the same semester.

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*, insurance procedures, and the **two weeks deadline to give 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.

Faculty of Engineering  
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