

Bilkent University



SUMMER TRAINING for SUMMER 2024



Faculty of Engineering
Assoc. Prof. Barbaros Çetin, Assoc. 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. Gizem Ballı and Mr. İlkan Sara are the administrative assistants assigned to Summer training, you can reach them through e-mail at mfstaj@bilkent.edu.tr

New online Summer Training System (**STS**), which will be integrated into the STARS system, is currently under development.

- List of potential employees for summer internships will be available.
- STS will guide the students through the application process.
- Students will register their application information.

Summer Training Rules



An Engineering student needs to complete two mandatory summer trainings:

- (1) in the Summer just after the 2nd curriculum year
- (2) 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 Türkiye needs to be insured for “work-related accidents and occupational diseases” during his/her **20 working days** of summer training.

Without Social Security, a student CANNOT conduct summer training!!!

Bilkent University provides this insurance (free of charge)

- possible to extend for longer summer training period

Prerequisites & Dept. Coordinators



Department	Prereq. for XX299	Prereq. for XX399	Department Coordinator
Computer Eng.	CS202	CS299	Shervin R. Arashloo Özgür S. Oğuz staj@cs.bilkent.edu.tr
Electrical & Electronics Eng:	EE102 & EE211	EEE299	Aykut Koç aykut.koc@bilkent.edu.tr Tolga Çukur cukur@ee.bilkent.edu.tr
Industrial Eng.	IE271 or IE272	IE299	Nil Şahin nilsahin@bilkent.edu.tr Özlem Çavuş ozlem.cavus@bilkent.edu.tr
Mechanical Eng.	ME211 & ME231	ME212 & ME342 ME371 & ME381	Şakir Baytaroğlu sakir.baytaroglu@bilkent.edu.tr

Summer Training Arrangement



Each student is responsible for arranging with a company to do Summer Training on her/his own.

A list of approved companies, together with information like name, address, telephone number, etc., will be available in STS.

If the company is not listed or listed but not approved on STS, the student should provide the required information for the company, then an approval process will follow.

Only the summer training coordinators can approve the companies on STS by checking the acceptance letter as well as the status of the company.

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.

CAUTION: If the company is also operational on Saturday, this should be indicated explicitly in the acceptance letter!!!

Process



The student with a signed acceptance letter from a company (that is listed on STS), will first fill out a mandatory Summer Training Application Form on STS (will be available by the beginning of May)

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 STS.

The Summer Training application needs to be completed at least two weeks before the starting date of the Summer training, i.e., **two-week rule!!!**

Once the application is approved, the insurance process will be initiated, and Summer Training documents for the student will be prepared.

CAUTION: If the insurance of the student will be covered by the company, this issue **MUST** be explicitly indicated in the acceptance letter.

Without Social Security, a student CANNOT conduct summer training!!!

Students can track the insurance process through E-Devlet system by searching "Sosyal Güvenlik Kurumu/4A İşe Giriş Çıkış Bildirgesi" and generate and download the relevant document required by the Employers.

Important Dates



A student can start her/his Summer Training after the Spring semester has ended. The earliest date for 2024 is **03-June-2024**.

A student must complete the Summer Training before the Fall semester begins

Deadline to start the application process: 08-August-2024

Deadline for the beginning of the Summer Training: 16-August-2024

Without Social Security, a student CANNOT conduct summer training!!!

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 start 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.

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.

The Dean's Office or Departments WILL NOT 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.

An evaluation form without a seal will NOT be accepted, and the summer training will not be counted towards xx299 or xx399!!

The company name and the training dates processed on STS SHOULD NOT be changed since the insurance process might have already been initiated!!!

Important Notes



Face-to-face (on-site) Summer Training with companies is the default training type.

If face-to-face Summer Training is not possible, the student should contact Department Coordinators and verify the reason.

Summer Training abroad is possible:

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

Students will receive information from their Departmental Coordinators:

- Department-based policies
- What to expect from summer training
- Summer practice reports
- Exceptional situations

State Contribution



A company may request State Contribution for the summer training of a student due to a possible payment processed to the student.

This can be requested from the State through the University.

For this, the company must fill out and send a form to the Dean's Office after the training.

This form is available on the Faculty of Engineering website:

<http://mf.bilkent.edu.tr> → For Students/Summer Training/Company and Student Information Form for State Contribution

A student can download and give this form to the company during her/his training.

Frequently Asked Questions



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

The earliest date for 2024: **03-June- 2024 (DO NOT FORGET two-week rule!!!)**

Deadline to start the application process: **08-August-2024**

Deadline for the beginning of the Summer Training: **16-August-2024**

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 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 Departmental Approval (read this document carefully on these matters), etc. then you need to contact **Department Summer Training Coordinators** or **Department Administrative Assistants**.

Frequently Asked Questions



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

- The Dean's office is the responsible party for your Summer Training. At the Dean's office, the two following staff members are the administrative assistants assigned to Summer Training-related matters.
- **Ms. Gizem Ballı** 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 another University in Türkiye? Could we do mandatory Summer Training at a Research Center in Türkiye or at a University abroad?

- On these matters, Departments have different strategies, please contact your Department Coordinator on this matter!

Could we do online (remote) Summer training?

- As a general principle, students are expected to pursue on-site Summer Training at a company. However, the Departments may allow online Summer Training for Summer 2024 for certain cases.
- An exception is ME299 which has a stringent requirement on on-site Summer training.

Frequently Asked Questions



Do I need to use the system for voluntary internships?

- YES, and you should indicate that your training is a voluntary internship.

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

- You need to contact your **Department Coordinators** and/or **Department Administrative Assistants**.

Can I do two Summer Trainings within the same Summer?

- We expect the students to have two Summer Trainings in two different Summer periods. The choice of the prerequisites also does not allow this possibility. However, such requests are occasionally approved by the **Department Coordinators** when there is a risk involved regarding the delay of the student's graduation.
- 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.

Frequently Asked Questions



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 after completing the Summer training. As an example, when you complete the summer training in summer 2024, you need to register for the related course and pass in either the next Fall or Spring semesters. Otherwise, the Summer Training should be repeated!

What are the conditions to be satisfied for completing the xx299 and xx399 courses successfully?

- 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.

Frequently Asked Questions



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. If the company is not approved on STS, you may start to work towards its approval once the STS becomes operational.

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.

What is the procedure for Voluntary Summer Training?

- Those students who would like to conduct voluntary Summer Training can follow the same procedure, but there is no need to bring back an evaluation form and prepare a summer training report.