

BILKENT UNIVERSITY
FACULTY OF ENGINEERING
Summer Training Application Process for Summer 2024

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: 290-1261, 290-2354) using new online Summer Training System (STS) which will be integrated into the STARS system, is currently under development. STS will be operational for Summer 2024 applications by mid-May. The aim of STS is to (i) inform the Engineering Faculty students about potential companies for Summer internships, (ii) guide them through the application process, and (iii) register their application. In STS, the students will be able to go over a list of approved companies where Summer Training can be conducted for each of the Engineering Departments.

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. Note that each summer training has prerequisite course(s). Therefore, prerequisite courses need to be completed before conducting the summer training. The list of prerequisite courses is given in **Table 1** for each department.

The Training duration must be at least 20 working days (Monday through Friday), but it 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 Türkiye 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. Without Social Security, a student cannot conduct summer training. 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 list of prerequisite courses and Department Coordinators for each department

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 & Electron. 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

Each student is responsible of finding and 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. A Company may not be listed or may be listed, but not approved 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. Only the Department Summer Training Coordinators can approve the companies on STS by checking the acceptance letter as well as the status of the company (the list of Department Coordinators is given in **Table 1**). 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. Please note that if the company is also operational on Saturday, this should be indicated explicitly in the acceptance letter.

The Summer Training Application procedure is listed below:

1. 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)
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 STS.
3. 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!**
4. Once the application is approved, the insurance process will be initiated, and Summer Training documents for the student will be prepared. With the **two-week rule**, there will be enough time to process the application and ensure the student before the starting date of the Training. Note that a student cannot conduct summer training without Social Security. 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.

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. The deadline to start the application process for Summer 2024 is **08-August-2024**, and the deadline for the beginning of the Summer Training for Summer 2024 is **16-August-2024**. 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.

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. 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. Note that an evaluation form without a seal will NOT be accepted, and the summer training will not be counted towards xx299 or xx399. 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. The students who initiate the application process on STS should NOT change the company name and the training dates since the insurance process might have already been initiated. Therefore, it is of utmost importance to initiate the application process on STS once the final decision is made on the Company and training period.

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 Training completed in the Summer of 2024, a student needs to register for the related course and pass in either the following Fall or Spring semesters. The Summer Practice Report prepared based on the guidelines provided by the individual Departments should be submitted in a timely manner within the registered semester. Otherwise, the Summer Training should be repeated.

The Faculty of Engineering website includes much useful information about Summer Training (under "For Students/Summer Training"). Some of the documents/forms that you might need are also available:

- 1. Summer Training Information (2024):** The PDF file of this document
- 2. Summer Training Presentation (2024):** The PDF file of the presentation about Summer Training
- 3. 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.
- 4. Mandatory Summer Training Statement (in English and Turkish):** These forms, which indicate that the students have a mandatory Summer Training requirement imposed by Bilkent University, may sometimes be required by the Companies (especially foreign companies). A student should print out this form and bring it to the Dean's Office for a stamp and signature. If the companies require more elaborate forms, please contact the Administrative Assistants at the Dean's Office (Ms. Gizem Ballı and Mr. İlkan Sara) on this matter.

5. Insurance Statement: A statement indicating the insurance requirement and the University support for getting our students insured in Türkiye.

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.

We wish the students success in finding and arranging fruitful Summer Training opportunities. Should you have any questions about the Summer Training, you can send an email to mfstaj@bilkent.edu.tr, or you can contact your Department Coordinator.

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Faculty of Engineering
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