

## Summer Training System (STS) Instructions

After logging into STS with your Bilkent student ID via SRS, please follow the steps below:

**Step-1:** Create your internship application by clicking on "**Create New Application**" button on the opening page.

**Step-2:** Select your training type from the "**Select Training Type**" pull-down menu and search for the company where you are planning to conduct your internship from the "**Company**" section.

**NOTE:** If you click "**Search**" button, you can see the entire list of the approved companies.

**Step-3:** If the company that you are planning to conduct your internship with is available on the list, select the company.

**Step-4:** After making sure that the company you are planning to conduct your internship is not available on the list, click "**Add New Company or Institution**" button and register your company on STS by entering all the required information of the company.

**NOTE:** Please enter the full trade name of the company as the "**Company Title**" (e.g. "Türk Havayolları A.Ş.", NOT "THY"!)

**Step-5:** Specify the unit/department in which you will conduct your internship within the company.

**Step-6:** Upload your Acceptance Letter as a pdf file on STS.

**Step-7:** If the company that you are planning to conduct your internship with is available on the list but not approved by your department, select the company, and click "**Submit for Approval**" button. If your Department Internship Coordinator approves the company for your department, you will receive an approval email from STS, and you can continue with your application process.

**Step-8:** Select your internship dates from the calendar on STS.

**Step-9:** Select your insurance status during your internship from the list menu on STS.

- If your internship is in Türkiye, your insurance will be covered by the university. If you would like to do so, select "**University will provide the insurance.**"
- In some cases, the company would like to cover your insurance. If this is the case, select "**The company will provide the insurance**"
- If your internship is abroad, select "**Company abroad will provide the insurance**"

**Step-10:** After completing Step-1 to Step-8, click "**Submit for Approval**". If your application is not complete, you can click on "Save as Draft" at any point to continue later with your application process.

**NOTE:** Once you submit your application, your application summary will be available on the screen including your Acceptance Letter.

**Step-11:** Following the approval of your internship, you will be able to download "**Summer Training Evaluation Form**" from STS. You must fill out the required information on the top section of the **Summer Training Evaluation Form** and hand over the form to your mentor at your

company. After the evaluation forms are signed and sealed by your mentor, you must submit the form to the Dean's Office in person or by mail (cargo) in a closed and sealed envelope at the end of your internship.

**Step-12:** Once the mentor for your Summer Training is assigned, click on “**Add New Mentor**” button and fill out the required information of your mentor on STS.

**Step-13:** Upon the completion of your Summer Training, you must upload your **Summer Training Report** on STS according to your department's guidelines.