

Frequently Asked Questions



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

The earliest date for 2024: **03-June- 2025 (DO NOT FORGET two-week rule!!!)**

Deadline to start the application process: **11-August-2025**

Deadline for the beginning of the Summer Training: **18-August-2025**

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 2025 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 2025, 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 March 24, 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 fill out the mentor information on STS and prepare a summer training report.

Frequently Asked Questions



Can I switch my Summer Training from Volunteer to Mandatory?

- NO. For a mandatory Summer Training, the mentor of the student should provide an evaluation form, and the student should submit a Summer Training Report. The requirements for mandatory Summer Training are tighter than volunteer Summer training; therefore, switching Summer Training from volunteer to mandatory is not possible.

Can I switch my Summer Training from Mandatory to Volunteer?

- YES. Since there is no requirement for mentor evaluation and submission of the Summer Training Report, switching a Summer training from mandatory to volunteer is possible.

Is there any exception to having Summer Training during a semester?

- YES. For some reason, if you are not taking any course for a particular semester and if you satisfy the prerequisite of the Summer Training course, you can conduct your Summer Training during the semester.