

Summer Training Process for Engineering Students

COVID-19 Supplementary Regulations

Engineering students at Bilkent have been informed about the Summer training application process in March 2020 and the Application Process in Annex 1 prepared by the Dean's Office had been handed out to students. Stemming from the Corona pandemic, a number of issues have arisen in regards with the Summer Training regulations:

- Although there has been substantial progress shown nationwide against the Covid-19, uncertainties and risks still remain.
- Students have been facing difficulties in finding Summer training positions due to the reluctance of companies during the coronavirus pandemic. A number of Summer internship positions offered beforehand, have been canceled.
- The original application process required the students to hand signed documents in person. Moreover, the dates originally envisioned for Summer training turn out to overlap with the revised Academic calendar.

We made the following adjustments in the Summer training regulations so that maximum number of students will be able to successfully complete their upcoming internship requirement this Summer.

Adjustment 1

- a) The **first** method for all the xx299 and xx399 students is **physical (conventional) internship or Summer training** (i.e., requiring physical presence at the hosting company, institution, research center, etc., not online) as described in the original application process document in Annex 1, between June 6 and Sept. 16, 2020, at their will, for a period of 20 working days. However, other alternative paths are also possible as described below.
- b) The **second** method is **online (or virtual/remote) Summer training**. We have been informed about companies willing to offer **online** Summer training opportunities to Engineering students. We will allow the students to accept **online** Summer training offers this Summer for all four Engineering departments.
- c) A **hybrid** of the above two methods, comprising physical and online internship together, is also possible.
- d) In addition to **online** or **physical** Summer training at a company, institution, research center, etc., as a **third** option, it will also be possible for the students to do their Summer practices in the form of an individual **Summer practice project**, via their own departments. The project topic can be related to any subject that is in the major field of the student. While a wide spectrum of projects is envisioned, it is possible to investigate a specific problem encountered, or a new trend that appeared, during the coronavirus pandemic. Project-based Summer practice of a student is supervised and evaluated by a faculty member. Two mechanisms are envisioned for this purpose:
 - 1) Department coordinators will announce a list of **Summer practice project** topics by June 18, 2020, the announcement day of the final grades for the Spring semester. Students who are interested in project-based Summer practice, will

choose a topic from that list and apply. If approved, a faculty member will be assigned as a supervisor for the project. The application process will be detailed later by the Coordinators.

- 2) Students are also allowed to propose a project of their own for Summer practice by submitting a **Summer Practice Project Proposal Form** in Annex 2, to their departments. If the project proposal is approved by the department, a faculty member will be assigned as a supervisor for the project. The application process will be detailed later by the Coordinators.

For approved projects, departments will send lists of **Summer Practice Projects (with information regarding student name, id, department, xx299 or xx399)** that are accepted by the departments to start the official approval process at the *mfstaj* system maintained by the Dean's office. These individual Summer practice projects are expected to be completed during the Summer break, but a reasonable extension during the Fall semester can be granted by the departments, under special circumstances. When the projects are completed, a technical report will be submitted so as to be evaluated by the departments and additionally the supervisor of the project will fill a **Summer Practice Project Evaluation Form**, which is the counterpart of the employer evaluation form. Project-based Summer practices will entirely be coordinated by the departments and the Departmental coordinators.

Adjustment 2

The Summer training application process for engineering students are executed by the **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 the *mfstaj* system (<http://mfstaj.bilkent.edu.tr>), the web-based database system maintained by the Faculty of Engineering, for performing Summer training-related operations.

After deciding on and arranging with a company (to do **physical** or **online** training), a student needs to get an official acceptance letter from the company with preferably an official letterhead, signed and stamped by the legally authorized executive of the company. After making sure that the company is approved in the system, a student will fill, print, and sign the **Mandatory Summer Training Application Form** in *mfstaj* through the DirectApplication icon. This signed form accompanied with the acceptance letter from the company, must be scanned and e-mailed to the Dean's Office to the following e-mail address:

mfstaj@bilkent.edu.tr

with the subject line in the following format:

Summer Training Application, [CS,EEE,IE,ME], [Name,Surname], [ID]

*Example: Subject: Summer Training Application, CS, Cem Berk, 21501****

two weeks before the beginning date of the summer training. Within two weeks, the application will be processed including the insurance and a set of documents and instructions will be e-mailed back to the student. The students do not need to be physically present at the Campus and the whole application process will be online.

For individual project-based Summer practices, the process above is the same except that the official acceptance letter from the company is to be replaced with the Department approval

of the **Summer practice project**. Moreover, the two-weeks requirement required for insurance is no longer needed.

Additional Remarks

- Departmental coordinators will hold Zoom meetings with the students in the form of a Q/A session in the first week of June. Watch for announcements from the departments related to Summer practice-related Zoom meetings.
- At least 20 full working days must be dedicated to the work conducted for internship in any of the three methods. This period of time does not include the additional time required to write the internship report.
- **Online** or **project-based** internships will be allowed to be done while attending the Summer School. This will require the internship to cover a wider time frame than its normal duration. At most two Summer courses can be taken while doing the internship.
- The **physical** and **online** internships should normally be completed in one continuous period. In exceptional cases, with the approval of the Dean's office, the internship can consist of parts that take place in two separate periods.
- Because of the special requirements of xx299 for some departments, it is possible to complete xx399 this Summer before completing xx299, upon the approval of the Summer practice coordinators.
- The last day for internship approvals is August 15, 2020.
- Check out the Engineering WEB page mf.bilkent.edu.tr for documentation (regulations, application process, form, etc.) related to Summer practice.

Annex 1

BILKENT UNIVERSITY FACULTY OF ENGINEERING SUMMER TRAINING APPLICATION PROCESS (2020 SUMMER)

The Summer training application process for engineering students are executed by the **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 the *mfstaj* system (<http://mfstaj.bilkent.edu.tr>), the web-based database system maintained by the Faculty of Engineering, for performing summer training-related operations. The aim of the *mfstaj* system is to inform the Engineering Faculty (EF) students about potential employees for summer internships, guide them through 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. Moreover, students will not be limited to the companies that are already listed at *mfstaj*. A student may login to *mfstaj* by using his Bilkent SRS ID number and password. After login, detailed menus will direct the student to the related information and procedures.

An EF student needs to complete two **mandatory summer trainings**, one in the Summer just after the second curriculum year and another one in the Summer just after the 3rd curriculum year; as indicated in the official curriculums of the departments. 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** (except intervening holidays). 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 her/his summer training **after the Spring semester** has ended (June 6, 2020 - end of final exams). A student must complete the training **before the Fall semester** begins (September 16 - 2019, first day of classes). If a student is taking a course in Spring 2019 that is a **prerequisite** for doing summer training, the insurance process will not be started until grades are announced (June 10, 2020). 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 Summer training after the Summer semester is over (August 11, 2020 – end of final exams).

The per-department prerequisite courses for summer training are as follows:

	CS	EEE	IE	ME
xx299	CS202	n/a	IE272	ME211, ME231
xx399	CS299	EEE299	IE299	ME342, ME371, ME381

Each student is responsible **to find and arrange with a company** to do summer **training on her/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 the *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 which must include the start date and end date of the summer training**. 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 her/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 her/his

department by presenting the acquired acceptance letter from the company. Coordinators may request additional information or documents from the student about the company to make sure it is an appropriate 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 the *mfstaj* system.

Summer training coordinators of the four engineering departments are:

- CS: Selim Aksoy, Shervin R. Arashloo
- EEE: Ziya İder, Cem Tekin
- IE: Bahar Yetiş Kara, Nil Şahin
- ME: Şakir Baytaroglu

After making sure that the company is approved in the system, a student will fill and print a “Mandatory Summer Training Application Form” in *mfstaj*. To fill the form, you need to search your company, and when you find it, there will be a DirectApplication icon on the right side. You will click on it. Then fill the form. A printout of the form accompanied with the acceptance letter from the company must be given to the 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 may be rejected. After receiving the application form and acceptance letter of a student, Dean’s Office will check the application. If the 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 the Dean’s Office for each of the two required (mandatory) summer trainings she/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 an 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. Moreover, 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 performance-related 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 cannot start the training until the insurance process is completed and she/he gets the insurance document. Those who arranged a training with a company and gave the required documents to Dean’s Office, cannot change the place of training, due to the initiation of the insurance process. Therefore, it is very important to finalize the application process and obtain the training material from the 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 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 available at *mfstaj* / announcements (Company and Student Information Form for State Contribution). A student can download and give this form to the company during her/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 semester immediately following the summer training. For example, for a training done summer 2020, a student must register for the course in Fall Semester of the academic year 2020-2021 and submit the report in the same semester. If a student did two summer trainings in the same summer, then she/he must register for both of the summer training courses in the following fall semester and submit both of the reports.

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 the Dean’s Office**. Keeping all this in mind, we wish you success in finding and arranging the best Summer training opportunity for yourselves.

Faculty of Engineering
March 2020

Annex 2

Summer Practice Project Proposal Form

Student Information

Name:

ID:

Department:

Course:

☐ xx299 ☐ xx399

Proposed Project Information

Project Title:	
Planned Start Date:	Planned End Date:
Project Overview:	

X

Student

Date: