



# MAN 399

# Summer Practice

## Information Session

**16 April 2025**



**Bilkent University**  
Faculty of Business Administration



# Your contact people at Bilkent FBA

## MAN 399 Faculty Coordinator

Zeynep Önder

MA-322

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## Undergraduate Program Coordinator

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MA-216

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# MAN 399 - Eligibility (Mandatory)

**When you start the internship, you need to have successfully completed**

**MAN 262 (Organizational Behavior)**

**AND**

**MAN 335 (Fundamentals of Marketing)**



# MAN 399 - For how long?

At a minimum...

20 consecutive business days

Holidays that fall on weekdays (e.g., Kurban Bayramı, 15 Temmuz, 30 Ağustos)

Or weekends (i.e., Saturdays & Sundays) **ARE NOT business days!**

The summer practice should be between the last day of the Spring Semester (30 May) and the first day of the Fall Semester (15 September).

If you take a course (or courses) during the summer semester, your training period should start after the summer semester ends (4 August).



# Important

You are recommended to complete the internship on-site, face-to-face for 20 business days.

Hybrid (face-to-face & remote/online) internships will only be allowed if:

- At least 50% of employees on similar posts must be working remotely/online at the company.
- You must work at least 50% (10 business days out of 20) of your time on-site, working face-to-face.

Remote/online internships is not allowed.



# The process

Find a suitable company  
(approved by the department - STS)



Summer Practice Acceptance Form  
(signed and stamped by the company)



Apply to the Summer Training System (STS)  
for department approval



Get your SGK documents from e-devlet



Start your internship!

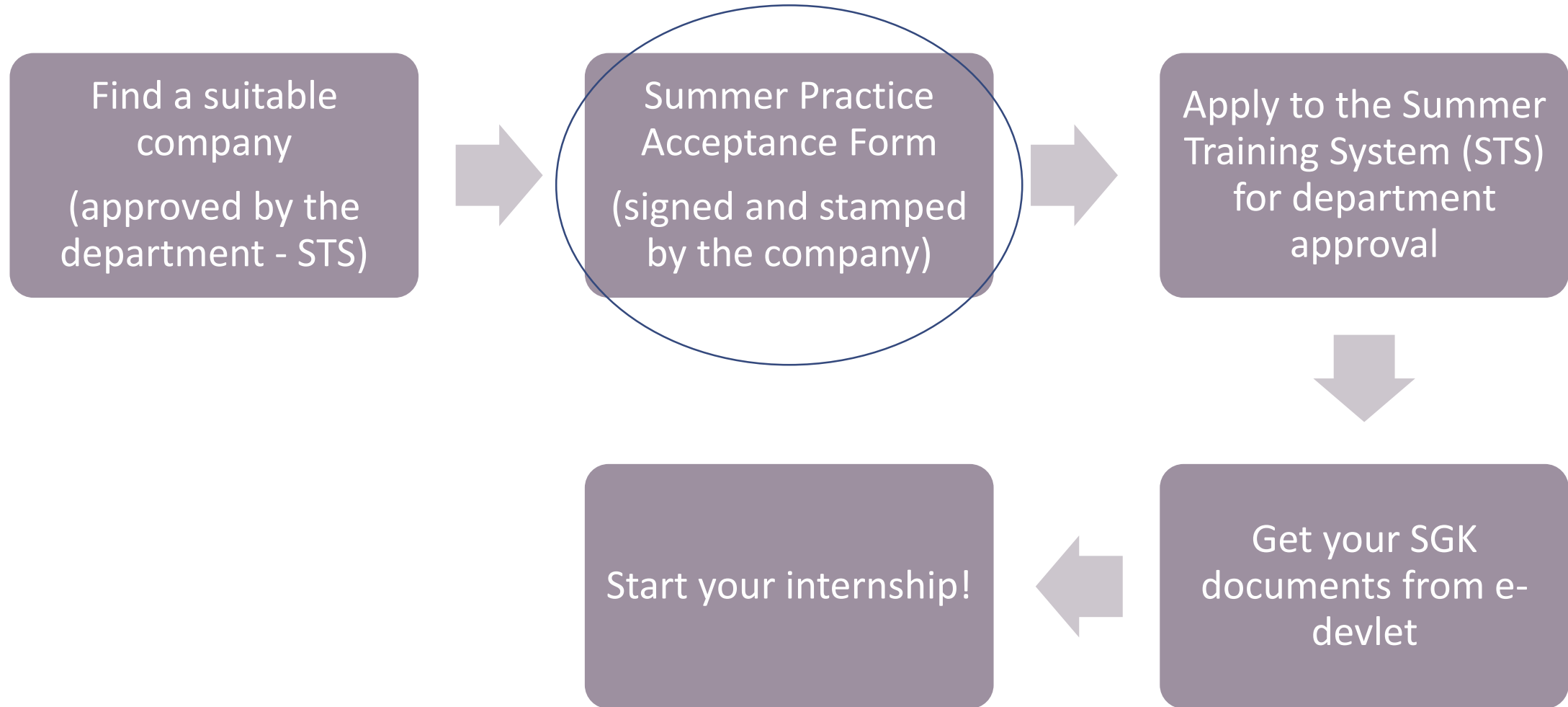


# Information About the Company

- Name of the Company
- Website
- Year of establishment
- Number of employees
- Industry
- Department/unit summer practice will take place
- Postal Address where summer practice will take place

**Apply to the Summer Training System (STS) to get a departmental approval**

# The process





# The process



The Summer Practice is a required course at the Faculty of Business Administration that aims to help students:

- Apply their theoretical knowledge in a real business setting.
- Develop their abilities and skills.
- Gain experience in business life.
- Recognize functioning of institutions.
- Make observations on the tasks they will undertake in the future.
- Gain experience in management-employee relations.

Below you can find the relevant forms and documents...

#### The Application and Evaluation Process

- The Application and Evaluation Process
- Flowchart

#### Application Forms

- [Company Description and Approval Form](#)
- [Staj Kabul Formu \(TR\)](#)
- [Summer Practice Acceptance Form \(ENG\)](#)

#### Summer Practice Report

- [Summer Practice Report](#)
- [Report Grading Rubric](#)
- [Supervisor Evaluation Form](#)
- [Student Evaluation Form](#)
- [Weekly Notes](#)

**BİLKENT ÜNİVERSİTESİ**  
**İŞLETME FAKÜLTESİ**  
**MAN 399 – YAZ STAJI DERSİ**  
**Firma Stajyer Kabul Formu**

Tarih / /

Sayın İlgili,

Bilkent Üniversitesi İşletme Fakültesi adına \_\_\_\_\_ öğrenci numarasıyla kayıtlı \_\_\_\_\_'in  
...../...../20.. ile ...../...../20.. tarihleri arasında kurumunuzda staj yapmasına olanak verdiğiniz için çok teşekkür ederiz.

Öğrencimizin stajının zorunlu staj dersimiz kapsamında geçerli olabilmesi için minimum 20 tam iş gününü kapsaması gerektiğini hatırlatmak isteriz. Süreç ile ilgili SGK sigorta işlemleri Üniversitemiz tarafından yürütülecek ve ilgili belgeler öğrencimiz tarafından size staj başlangıcında iletilecektir.

Herhangi bir sorunuz olması durumunda [manintern@bilkent.edu.tr](mailto:manintern@bilkent.edu.tr) adresinden bizimle iletişime geçebilirsiniz.

Saygılarımızla,

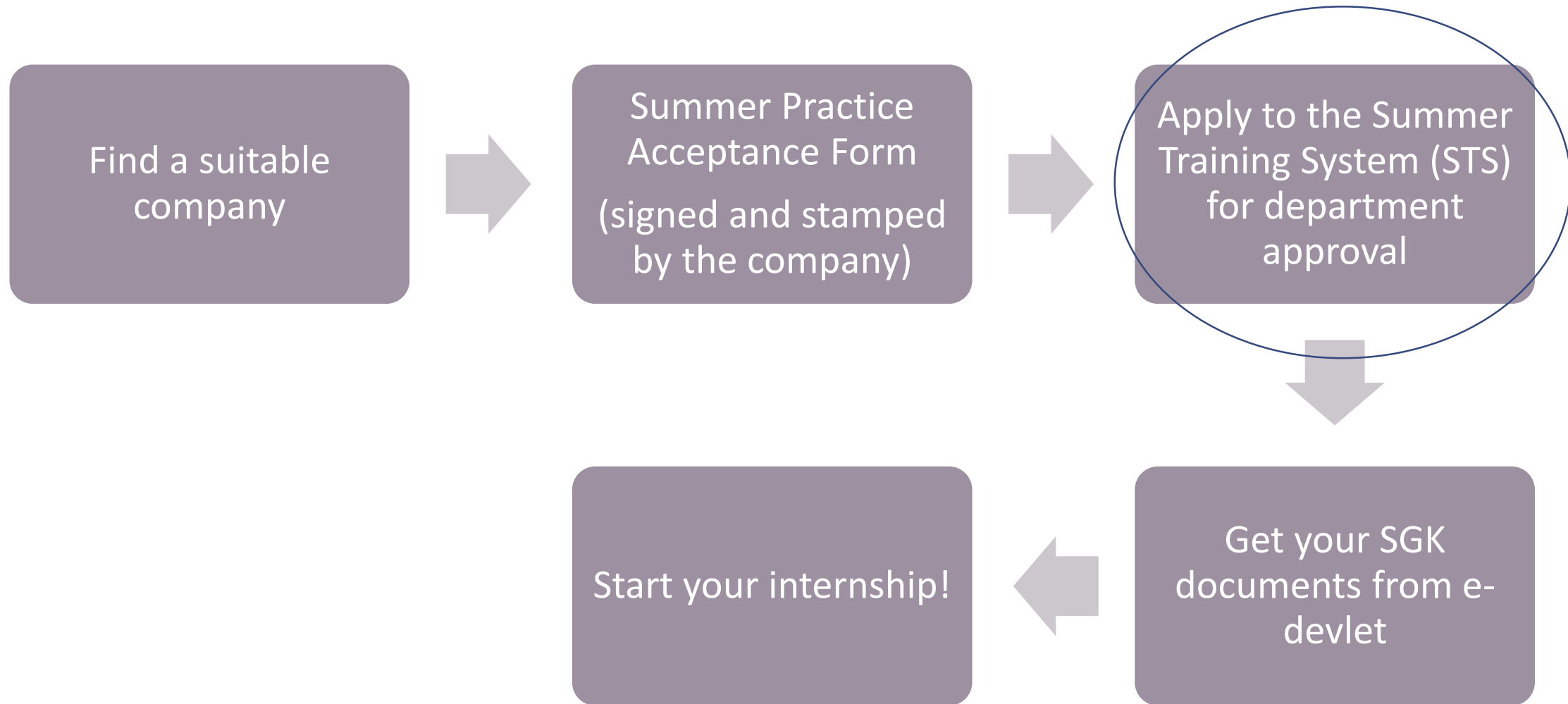
#### STAJ YAPILACAK KURUM

Adı	
Kuruluş tarihi	
Web sayfası	
Faaliyet alanı	
Personel sayısı	
Staj yapılacak birim	
Stajın yapılacağı adres	
Staj Türü	<input type="checkbox"/> Yüz yüze <input type="checkbox"/> Hibrit (Aşağıda yer alan her iki kriterleri sağlıyor olması koşulu ile kabul edilecektir) -Benzer görevlerde bulunan çalışanların en az %50'si şirkette/kurumda uzaktan/çevrimiçi çalışıyor olmalıdır. -Öğrenciler, staj sürelerinin en az %50'sini (20 iş gününden en az 10 iş günü) tüm gün fiziksel olarak ofiste geçirmelidir.

#### FORMU DOLDURAN YÖNETİCİ

Adı soyadı	
Birimi ve ünvanı	
Telefonu	
E-posta adresi	
İmzası ve kurum kaşesi	

# The process



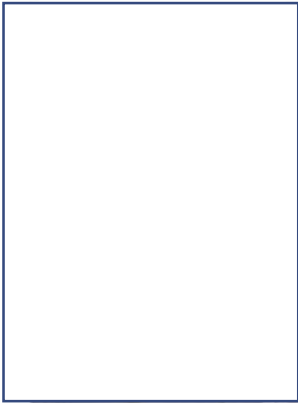
# Summer Training System (STS)

<https://stars.bilkent.edu.tr>

**Application Start Date: May 5, 2025**

**Application End Date: July 11, 2025**





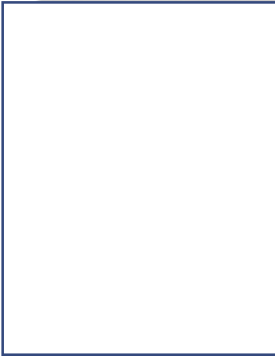
Bilkent ID	
Name	
Department	Management
Summer Training Period	2023-2024
Application Start Date	Mon, Apr 1, 2024, 10:00
Application End Date	Fri, Jul 19, 2024, 17:30

Your Applications

Type	Course & Prerequisite	Company / Institution	Training Start Date	Training End Date	Status
------	-----------------------	-----------------------	---------------------	-------------------	--------

You do not have any applications.

+ Create New Application



<b>Bilkent ID</b>	<input type="text"/>
<b>Name</b>	<input type="text"/>
<b>Department</b>	Management
<b>Summer Training Period</b>	2023-2024
<b>Application Start Date</b>	Mon, Apr 1, 2024, 10:00
<b>Application End Date</b>	Fri, Jul 19, 2024, 17:30

Your department allows you to participate in voluntary summer training. Please note that the voluntary training does not satisfy the summer training course requirement in your curriculum.

From the box below select the type of summer training for which you are applying.

Select Training Type

Mandatory Summer Training

▼

Continue →

**Bilkent ID**

**Name**

**Department**

Management

**Summer Training Period**

2023-2024

**Application Start Date**

Mon, Apr 1, 2024, 10:00

**Application End Date**

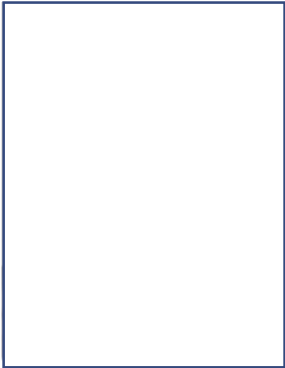
Fri, Jul 19, 2024, 17:30

Prerequisite Status: Satisfied

Curriculum Requirement Match

☒ MAN 399 Summer Practice

Continue →



**Bilkent ID**

**Name**

**Department**

Management

**Summer Training Period**

2023-2024

**Application Start Date**

Mon, Apr 1, 2024, 10:00

**Application End Date**

Fri, Jul 19, 2024, 17:30

**Application Type**

Mandatory Summer Training

**Course**

MAN 399

**Prerequisite**

Satisfied

← Return to Home Page

## Company / Institution

Using the search criteria below, search for the company or institution where you will do your summer training from among the companies already registered in STS.

To start the search, enter the name of the company or institution, leaving a space between words, and click "Search". If the search results in too many companies being listed, enter additional words to narrow down the list. To view more information about a company on the list, click "Details".

If you find the company/institution where you will do your training on the list, click "Select" to continue. If you cannot find it, click "Add New Company or Institution" and on the screen which appears enter the requested information about the company/institution.

Search Company or Institution

Company / Institution Title

City

Country

Türkiye ▾

Department Approval

All ▾

🔍 Search

**Application Type**  
Mandatory Summer Training

**Course**  
MAN 399

**Prerequisite**  
Satisfied

← Return to Home Page

## Add New Company or Institution



Company / Institution Title **Mandatory**

Warwick Hotels and Resorts An

Phone **Optional**

Address **Mandatory**

City **Mandatory**

Country **Mandatory**

Türkiye



Email Address **Optional**

Save & Select

Close

training from among the

click "Search". If the search  
ore information about a

e. If you cannot find it, click  
about the company/institution.

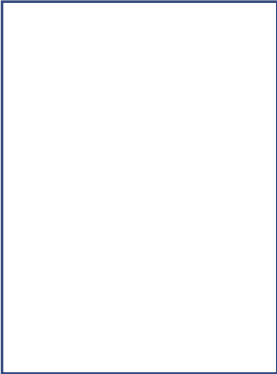
approval



Search

Approval





Bilkent ID

Name

Department

Management

Summer Training Period

2023-2024

Application Start Date

Mon, Apr 1, 2024, 10:00

Application End Date

Fri, Jul 19, 2024, 17:30

Application Type

Mandatory Summer Training

Course

MAN 399

Prerequisite

Satisfied

Company / Institution

Company / Institution Title	City	Country	Status	Edit	
Warwick Hotels and Resorts Ankara	Ankara	Türkiye	Not Approved		

Continue →

Application Steps

1. Company / Institution Mandatory

2. Acceptance Letter Mandatory

3. Preview & Submit



Bilkent ID	
Name	
Department	Management
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Application Type

Mandatory Summer Training

Course

MAN 399

Prerequisite

Satisfied

Application Steps

1. Company / Institution Mandatory

2. Acceptance Letter Mandatory

3. Preview & Submit

Acceptance Letter

You must upload a document which states that you have been accepted for summer training by the company/institution. This acceptance letter can be a file in PDF format or a picture taken of the document in JPG format.

Click "Choose File" to find the acceptance letter file on your computer. Then click "Upload".

Acceptance Letter File Mandatory

Choose FileNo file chosen

The acceptance letter file field is required.

Upload



# Preview and Submit

Review the company/institution information you entered for your summer training application. If no changes are needed, click "Submit for Approval" to submit the information to your department for approval.

After your department has evaluated your submission, you will receive an email notification message indicating whether it has been approved or rejected. If the company or institution where you will do your summer internship is approved, you will need to complete your application by entering the dates of the summer training in STS.

Application Type	Mandatory Summer Training
Course	MAN 399
Prerequisite	Satisfied
Company / Institution	Warwick Hotels and Resorts Ankara
Department / Unit	Accounting and Marketing
Acceptance Letter	<a href="#">View</a>

Save as Draft

[Submit for Approval](#)

Application Type

Mandatory Summer Training

Course

MAN 399

Prerequisite

Satisfied

Application Steps

1. Company / Institution

Mandatory

2. Acceptance Letter

Mandatory

3. Training Dates

Mandatory

4. Description of Scope

Optional

5. Insurance

Mandatory

6. Preview & Submit

← Return to Home Page

# Company / Institution

Company / Institution Title	City	Country	Status	
Warwick Hotels and Resorts Ankara	Ankara	Türkiye	Approved by Department Coordinator	

Continue →

Application Type

Mandatory Summer Training

Course

MAN 399

Prerequisite

Satisfied

Application Steps

1. Company / Institution **Mandatory**

2. Acceptance Letter **Mandatory**

3. Training Dates **Mandatory**

4. Description of Scope **Optional**

5. Insurance **Mandatory**

6. Preview & Submit


← Return to Home Page

Insurance

- ☒ University will provide the insurance.
- ☐ The company will provide the insurance.
- ☐ Company abroad will provide the insurance.

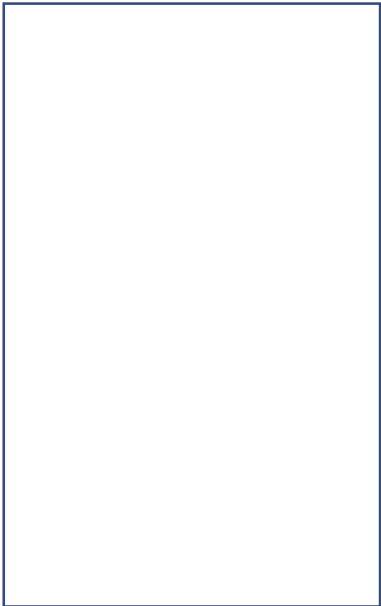
Save and Continue →

# Preview and Submit

Application Type	Mandatory Summer Training
Course	MAN 399
Prerequisite	<div>Satisfied</div>
Company / Institution	Warwick Hotels and Resorts Ankara
Department / Unit	Accounting and Marketing
Acceptance Letter	<div> View</div>
Mentors	None
Training Start Date	Mon, Jun 10, 2024
Training End Date	Fri, Jul 12, 2024
Number of Days	25 days
Description of Scope	None
Insurance	University will provide the insurance.

Save as Draft

 Submit for Approval



Bilkent ID	
Name	
Department	Management
Summer Training Period	2023-2024
Application Start Date	Mon, Apr 1, 2024, 10:00
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Your Applications

Type	Course & Prerequisite	Company / Institution	Training Start Date	Training End Date	Status	
Mandatory	MAN 399 Satisfied	Warwick Hotels and Resorts Ankara	Mon, Jun 10, 2024	Fri, Jul 12, 2024	Approved	Actions ▾

# The process (Summer)

## Important!!!

Application to the STS needs to be submitted at least 7 business days before the summer practice starts

**AND** the final deadline is July 11, 2025, 5:00 p.m.

Submissions after this date will not be accepted.

Internship start date	Deadline to submit the approval form
July 14, 2025	July 3, 2025 (7 business days before)
August 14, 2025	July 11, 2025 (NOT August 5, 2025)



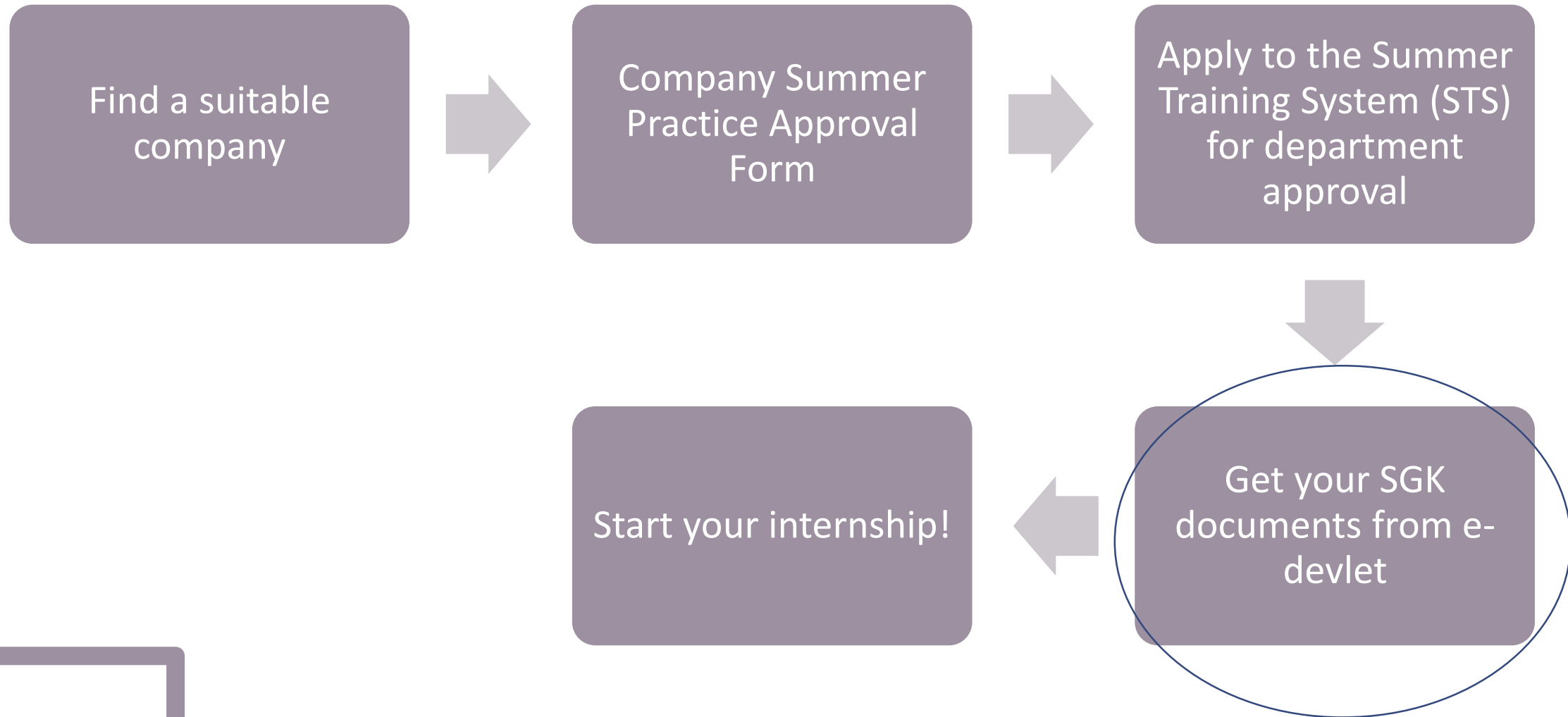


# The process

- It is your responsibility to check (within 2 business days) from the system if your company or your application is approved.



# The process



# The process (Summer)

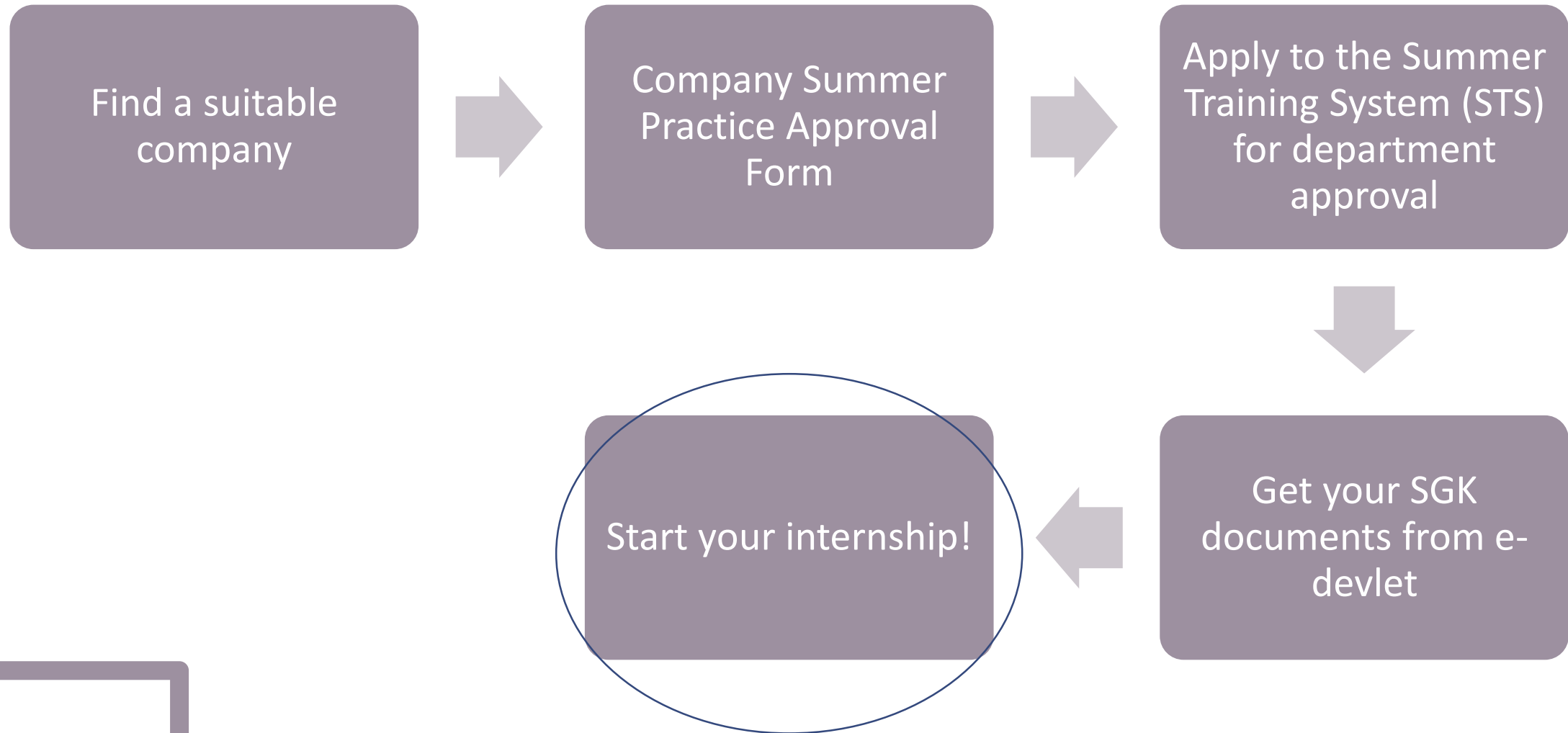
To access your SGK document

1. Log in to your e-devlet account
2. Search for “Sosyal Güvenlik Kurumu/4A İşe Giriş Çıkış Bildirgesi”
3. Click on “Belge Oluştur” and download the document
4. Take it with you to the company on your first day

**The document will be available on e-devlet 2 business days prior to your internship start date**



# The process



# The process (Summer)

Start your internship!

Keep weekly notes...

At the completion of the internship, make sure to get your supervisor to complete the “Supervisor Evaluation Form”

**!!! The envelope the form is in needs to be signed and sealed!!!!**



# The process (Summer)



The Summer Practice is a required course at the Faculty of Business Administration that aims to help students:

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Below you can find the relevant forms and documents...

## The Application and Evaluation Process

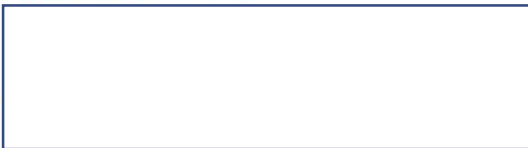
- The Application and Evaluation Process
- Flowchart

## Application Forms

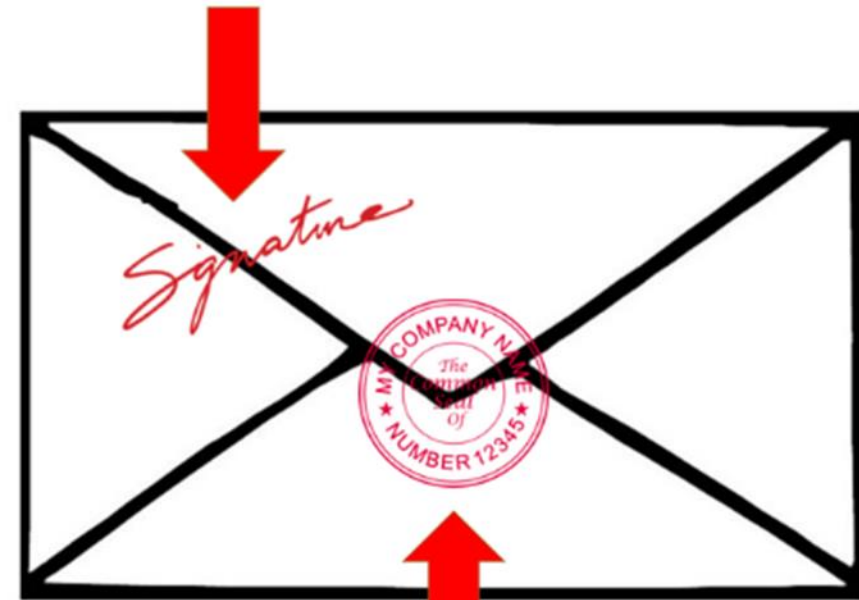
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## Summer Practice Report

- [Summer Practice Report](#)
- [Report Grading Rubric](#)
- [Supervisor Evaluation Form](#)
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A large empty rectangular box, likely intended for the student to write their Summer Practice Report.

supervisor signature



company stamp

# The process (Summer)

At the completion of the internship, make sure to get your supervisor to complete the “Supervisor Evaluation Form”

**!!! The envelope the form is in needs to be signed and sealed!!!!**

Three options

1. In-person delivery of the signed/sealed envelope to Ms. Fulya Akmut
2. Your supervisor may email the form from a designated company email address to [manintern@bilkent.edu.tr](mailto:manintern@bilkent.edu.tr)
3. Your supervisor may post the form to:

Fulya Akmut  
Bilkent Üniversitesi Merkez Kampüs  
İşletme Fakültesi Binası  
Kat:2, Ofis No: MA-216  
Bilkent/Ankara



# The process (Fall)

During the FALL SEMESTER registration period, make sure you are registered for MAN 399 – Summer Practice course!

If you will be away for ERASMUS in the Fall (or currently is), all the deadlines and deliverables are still applicable!

Attend MAN 399 – Summer Practice Information Session during the second week of classes of the fall semester.

**Check your Bilkent emails regularly as to when/where this session will be!**





# The process (Fall)



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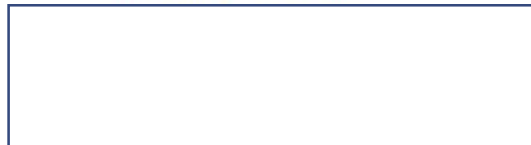
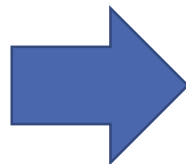
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<https://stars.bilkent.edu.tr>

<http://fba.bilkent.edu.tr/programs/undergraduate/ug-summer-practice/>

**manintern@bilkent.edu.tr**

