

Summer Practice Information Session

31 March 2026



Your contact people at Bilkent FBA

MAN 399 Faculty Coordinator

Gözde Sungu ESEN

MA-112

manintern@bilkent.edu.tr

Undergraduate Program Coordinator

Fulya Akmut

MA-216

manintern@bilkent.edu.tr



Types of Summer Internship

Voluntary Internship

AND

Mandatory Internship (MAN 399 Summer Practice course)

- Required for graduation
- Completed during the summer term
- Evaluated in the subsequent Fall semester

If you fail requirements → you fail the course



Voluntary Summer Internship - Eligibility

If you want the university to provide you insurance:

- CGPA must be greater than 2.25

AND

- Successfully completed at least three MAN courses

Then, you can apply to the Faculty for the internship approval.

Important!

The University provides insurance for only **one** voluntary internship **at each summer**.



Mandatory Summer Internship - Eligibility

To do “mandatory” internship, you need to have successfully completed

- MAN 262 (Organizational Behavior)

AND

- MAN 335 (Fundamentals of Marketing)



Duration Rules: For how long?

- **Voluntary Internship:**

At a minimum...

17 consecutive business days!!!

- **Mandatory Internship:**

At a minimum...

20 consecutive business days!!!



Duration Rules

The following are **NOT** counted as business days!!

- **Official holidays** that fall on weekdays
(e.g., Feast of the Sacrifice, 15 July Democracy and National Unity Day, 30 August Victory Day)
- **weekends** (i.e., Saturdays & Sundays) **ARE NOT business days!**



Internship Timeline: Key Dates

- Internship should be between the **last day of the Spring Semester Final Exams** (May 22, 2026) and the first day of **Fall Semester courses** (September 16, 2026).
- If you take a course (or courses) during the summer semester, your internship period should start after **the last day of the Summer Semester Final Exams** (August 2, 2026).

Are you taking summer courses?

- YES → Start on August 3
- NO → Start on June 1



Internship Timeline: Key Dates

- **Earliest start day** (no summer course): June 1, 2026 (Monday)
- **Earliest start day** (with summer course(s)): August 3, 2026 (Monday)
- **Final day of internship**: September 15, 2026 (Tuesday)

April						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 1 Labour and Solidarity Day
 May 19 Commemoration of Atatürk, Youth and Sports Day
 May 27 Feast of the Sacrifice (Eid al-Adha)

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Jul 15 Democracy and National Unity Day
 Aug 30 Victory Day
 Oct 29 Republic Day



Two Internships Rule

If doing both a **mandatory** and a **voluntary** internship **in the same summer**:

→ The second internship can start **no earlier than the 10th day of the subsequent month.**

Example:

- First internship: June 5 – July 5
- Subsequent month: August
- Rule: Second internship can start **no earlier than August 10**
- ✓ Valid start date: August 10 or later



Internship Format Rule

On-site/face-to-face strongly recommended

Hybrid (face-to-face & remote/online) allowed **ONLY if:**

- At least 50% of employees in similar positions must be working remotely/online at the company.

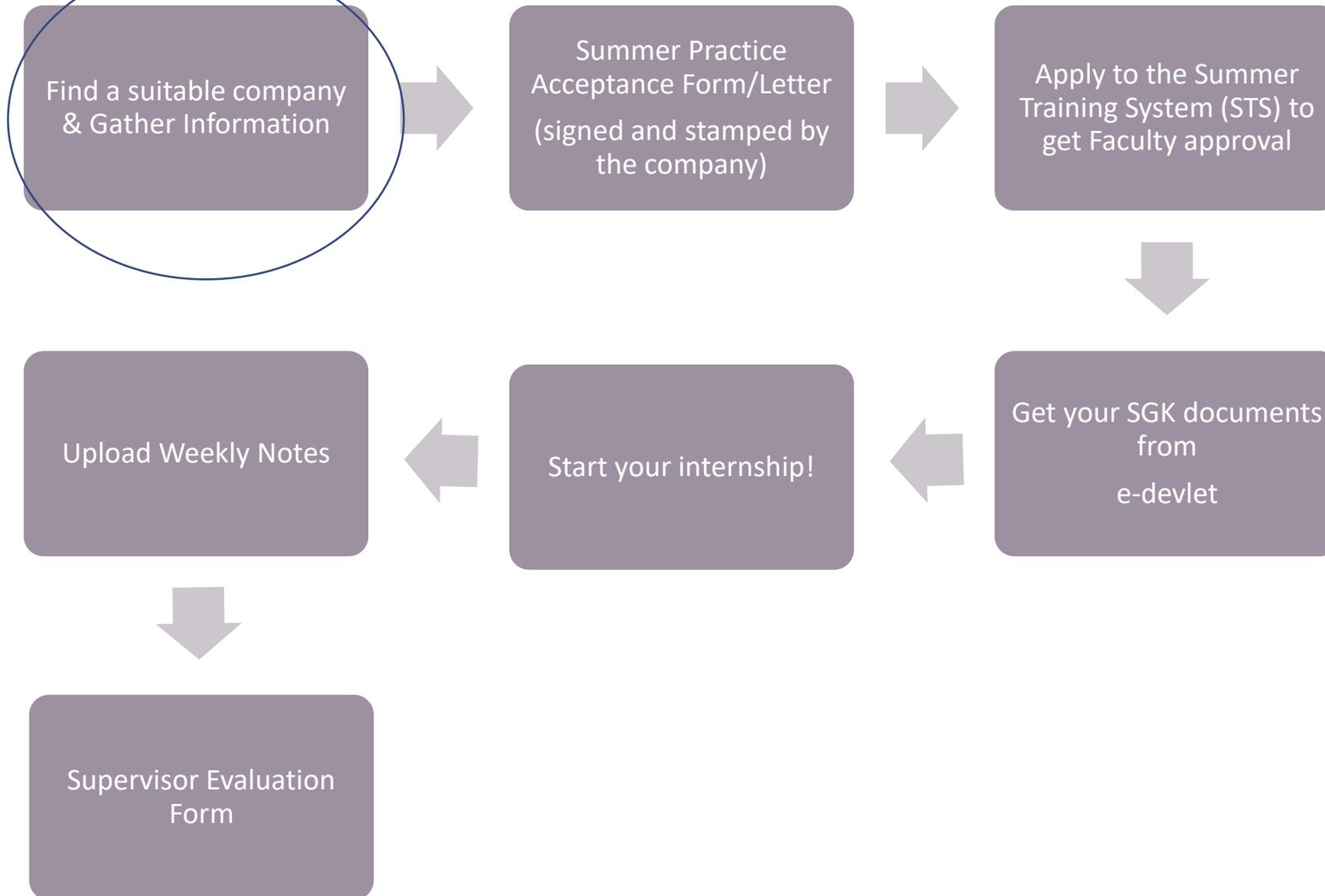
AND

- At least 50% (10 business days out of 20) of your work is on-site, working face-to-face.

Otherwise → **NOT allowed.**



The process



Find a suitable company

You are on your own to find a suitable company. You can do this by applying through:

- Career platforms (e.g., Kariyer.net, Youthall, LinkedIn, etc.)
- Career center in the University
- Kariyer Kapısı or Cumhurbaşkanlığı Staj Seferberliği

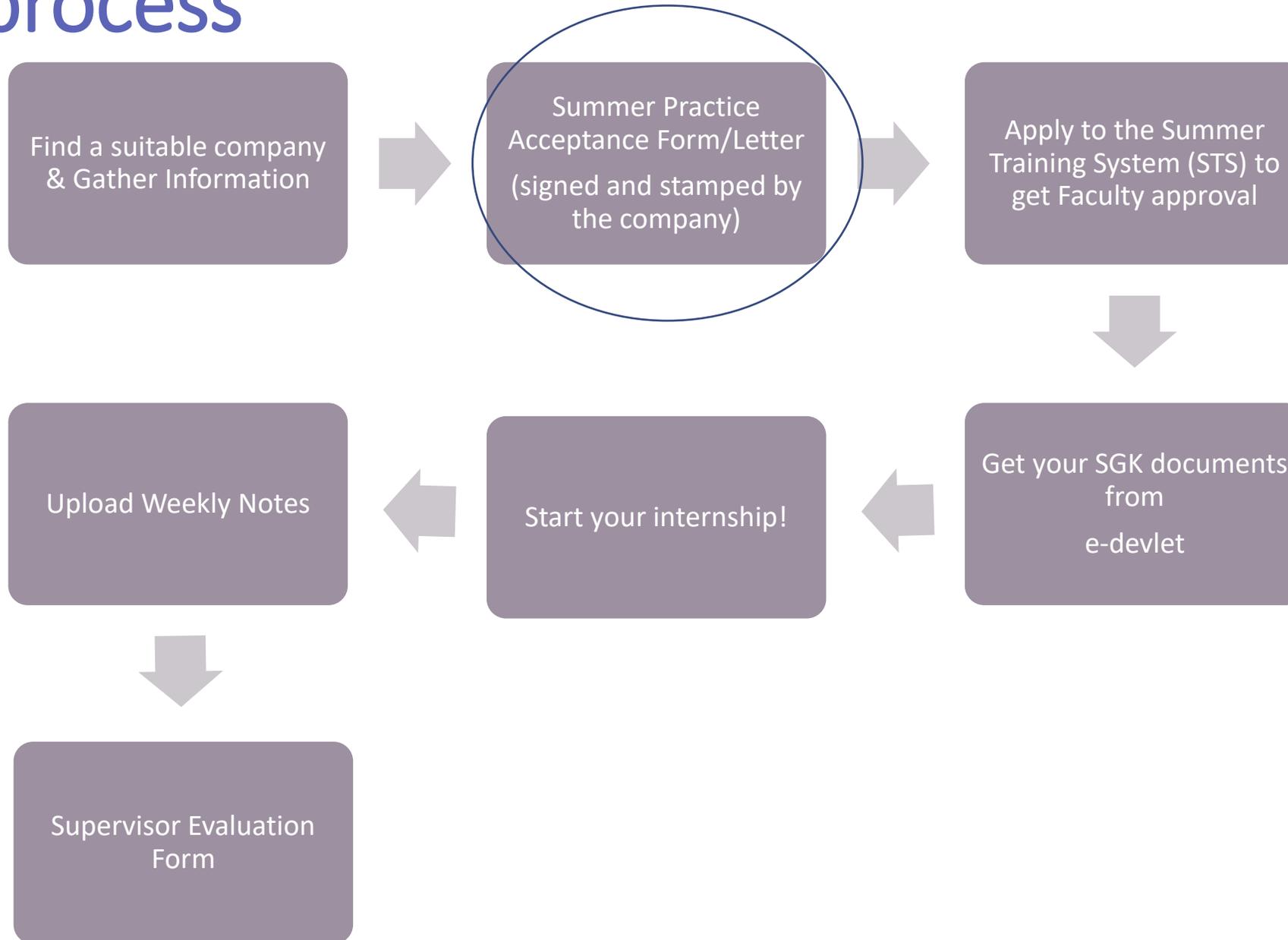
You are recommended to do your internship in a department related to one of the management fields, such as HR, marketing, finance, accounting, etc.

Gather 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 the approval from the Faculty!

The process



Acceptance Form – Mandatory Internship

MAN 399 – SUMMER PRACTICE

* The final deadline for internship application in the STS system is July 17, 2026, by 5.00 PM.

The Summer Practice is a required course at the Faculty of Business Administration. It is designed to help students:

- apply their theoretical knowledge in real business environments,
- enhance their abilities and practical skills,
- gain firsthand experience in business life,
- understand the functioning of institutions,
- observe the tasks and responsibilities they may assume in the future,
- develop experience in management–employee relations.

MAN 399 – Forms and Guidelines

- Summer Practice Info Session Presentation
- Application and Evaluation Guidelines
- Staj Kabul Formu (TR)
- Summer Practice Acceptance Form (ENG)
- Summer Practice Report
- Report Grading Rubric
- Supervisor Evaluation Form
- Student Evaluation Form
- Weekly Notes

MAN 399 – Faculty Coordinators

- Academic: **GÖZDE SUNGU ESEN** Office: MA-112
- Administrative: **FULYA AKMUT** Office: MA-216
- For your questions: manintern@bilkent.edu.tr

BILKENT 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 kapsamı gerektğini 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 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	

Acceptance Letter – Voluntary Internship

Must satisfy the following:

- Written on the company's **official letterhead (with logo)**
- **Exact start and end dates** in **dd/mm/yyyy** format
- **Full name and title of the authorized company representative**
- **Signed and stamped with the company seal**

Vague statements are **not accepted** (e.g., “...will do a 20-day internship...”)



The Process: Acceptance Letter - Voluntary

Sample “acceptance letter”
for voluntary internship



Tarih: 09 / 07 / 2025

İhsan Doğramacı Bilkent Üniversitesi
İşletme Fakültesi

Sayın Yetkili,

Fakülteniz öğrencilerinden Name & Surname **04.08.2025 – 29.08.2025** tarihleri arasında işletmemizin **Finans** departmanında staja kabul edilmiştir, stajını **yerinde staj** olarak yapacaktır.

Bilgilerinize sunulur.
Saygılarımızla,

Name & Surname
İnsan Kaynakları İş Ortağı



The Process: Acceptance Form or Letter from Kariyer Kapısı

Ad - Soyad Öğrenci EA

May 29

T.C. HAZİNE VE MALİYE BAKANLIĞI
Yetkili Ad-Soyad
yetkili.ad.soyag@emall.gov.tr
HAZİNE VE MALİYE BAKANLIĞI MERKEZ
TEŞKİLATI ADRESİ Dikmen Yerleşkesi:
Devlet Mahallesi, Dikmen Caddesi, No: 12
PK: 06420 Çankaya / ANKARA Emek
Yerleşkesi: Emek Mahallesi, İsmet İnönü
Bulvarı, PK: 06490 Çankaya/ANKARA

Bölüm : İŞLETME PR. (İNGİLİZCE) (TAM BURLU)

Teklif Türü: Staj Teklifi

Şehir : Ankara

Yanıt Verebileceğiniz Son Tarih : **31.05.2025 14:45**

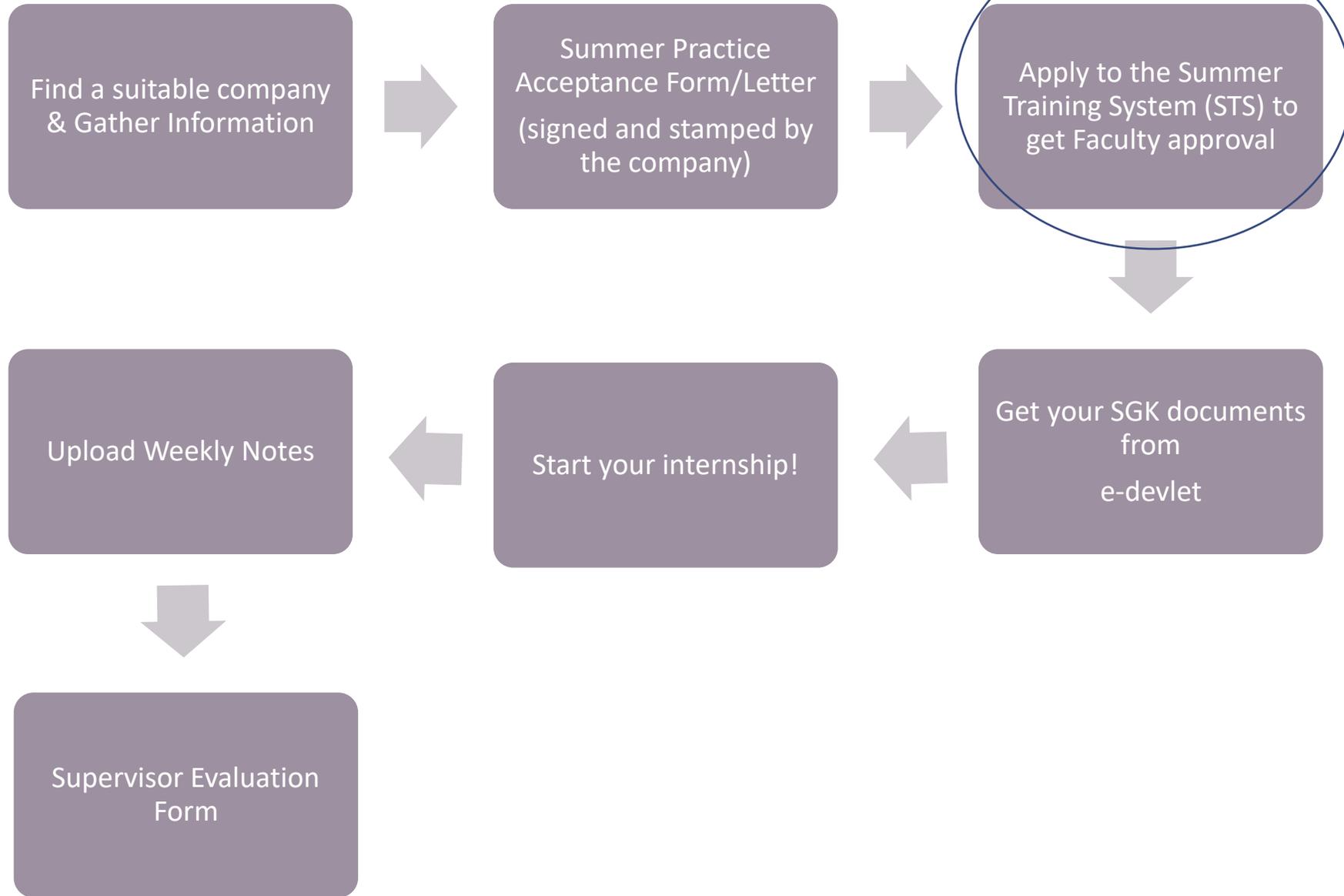
İşveren Teklif Notu

 Teklif Tipi Asil Aday	 İşveren Tipi KAMU
 Öğrenci Yanıtı Kabul Edildi	 İşveren Yanıtı Kabul Edildi

Teklifi kabul ettiniz. (29.07.2025 - 25.08.2025)



The process



Deadlines for STS

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

Application Start Date: April 6, 2026

Application End Date: July 17, 2026



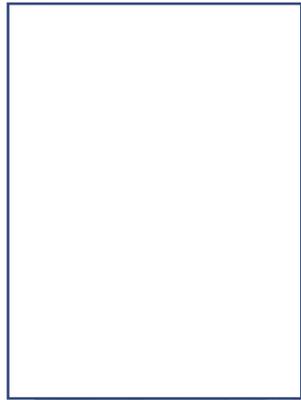
Deadlines for STS: Important Rule

Apply to STS \geq 7 business days before the summer practice starts

After **July 17, 2026, 5:00 p.m.** → **NO** submissions accepted

Internship start date	Deadline to submit the approval form
July 14, 2026	July 3, 2026 (7 business days before)
August 14, 2026	July 17, 2026 (NOT August 5, 2026)

Getting Approval from Faculty



Bilkent ID

Name

Department

Management

Summer Training Period

2025-2026

Application Start Date

Mon, April 6, 2026, 10:00

Application End Date

Fri, July 17, 2026, 17:00

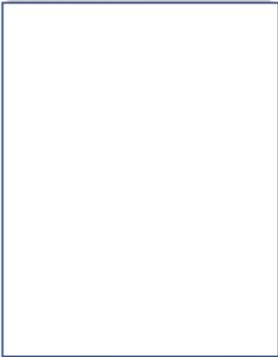
Your Applications

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

You do not have any applications.

[+ Create New Application](#)

Getting Approval from Faculty



Bilkent ID

Name

Department

Management

Summer Training Period

2025-2026

Application Start Date

Mon, April 6, 2026, 10:00

Application End Date

Fri, July 17, 2026, 17:00

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 →

Getting Approval from Faculty

Bilkent ID

Name

Department

Management

Summer Training Period

2025-2026

Application Start Date

Mon, April 6, 2026, 10:00

Application End Date

Fri, July 17, 2026, 17:00

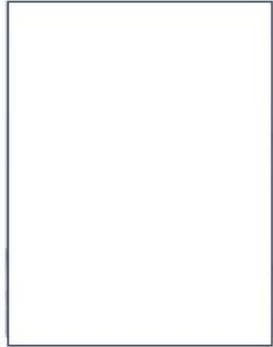
Prerequisite Status: Satisfied

Curriculum Requirement Match

MAN 399 Summer Practice

[Continue →](#)

Getting Approval from Faculty



Bilkent ID

Name

Department

Management

Summer Training Period

2025-2026

Application Start Date

Mon, April 6, 2026, 10:00

Application End Date

Fri, July 17, 2026, 17:00

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**

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

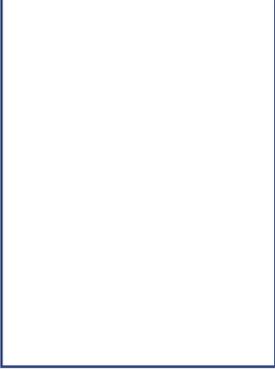
e. If you cannot find it, click
about the company/institution.

approval



Search

Approval



Bilkent ID	
Name	
Department	Management
Summer Training Period	2025-2026
Application Start Date	Mon, April 6, 2026, 10:00
Application End Date	Fri, July 17, 2026, 17:00

Application Type
Mandatory Summer Training

Course
MAN 399

Prerequisite
Satisfied

Application Steps

- 1. Company / Institution** Mandatory
- 2. Acceptance Letter** Mandatory
- 3. Preview & Submit*

Company / Institution

Company / Institution Title	City	Country	Status	
Warwick Hotels and Resorts Ankara	Ankara	Türkiye	Not Approved	<div style="text-align: right;">👁 ✎ ✕</div> <div style="text-align: right; font-size: 0.8em; margin-top: -10px;">Edit</div>

[Continue →](#)

Getting Approval from Faculty

If the company is **NOT** approved earlier in the STS, get approval

- **first** for the company
- **then** for the internship application.

To receive approval for the company, you still need to upload the acceptance form or letter to the STS.





Bilkent ID

Name

Department

Management

Summer Training Period

2025-2026

Application Start Date

Mon, April 6, 2026, 10:00

Application End Date

Fri, July 17, 2026, 17:00

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**

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

[View](#)

[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. <i>Description of Scope</i>	Optional
5. <i>Insurance</i>	Mandatory
6. <i>Preview & Submit</i>	

[← Return to Home Page](#)

Company / Institution

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

[Continue →](#)

Getting Approval from Faculty

Once your company is approved by the Faculty, **your internship application status will be set to “draft”.**

Important!

You still need to **finalize and submit your internship application** by completing all steps in the STS.

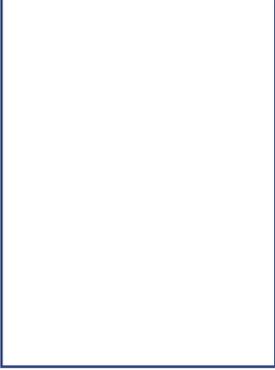


Getting Approval from Faculty

If the **company is already approved** in the STS, obtain **approval only for the internship application**.

To receive approval for the internship application, you need to **complete all steps in the STS**.





Bilkent ID	
Name	
Department	Management
Summer Training Period	2025-2026
Application Start Date	Mon, April 6, 2026, 10:00
Application End Date	Fri, July 17, 2026, 17:00

Application Type
Mandatory Summer Training

Course
MAN 399

Prerequisite
Satisfied

Application Steps

- 1. Company / Institution** Mandatory
- 2. Acceptance Letter** Mandatory
- 3. Preview & Submit*

Company / Institution

Company / Institution Title	City	Country	Status	
Warwick Hotels and Resorts Ankara	Ankara	Türkiye	Approved	<div style="display: flex; align-items: center; gap: 5px;"><div style="background-color: #17a2b8; color: white; padding: 5px; border-radius: 3px;">👁️</div><div style="background-color: #007bff; color: white; padding: 5px; border-radius: 3px;">✎</div><div style="background-color: #dc3545; color: white; padding: 5px; border-radius: 3px;">✕</div></div> <div style="background-color: #333; color: white; padding: 2px 5px; border-radius: 3px; font-size: 8px; margin-top: 2px;">Edit</div>

[Continue →](#)



Bilkent ID

Name

Department

Management

Summer Training Period

2025-2026

Application Start Date

Mon, April 6, 2026, 10:00

Application End Date

Fri, July 17, 2026, 17:00

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 File No file chosen 

The acceptance letter file field is required.

 Upload



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 →](#)

Check the STS!

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



Bilkent ID

Name

Department

Summer Training Period

Application Start Date

Application End Date

Management

2025-2026

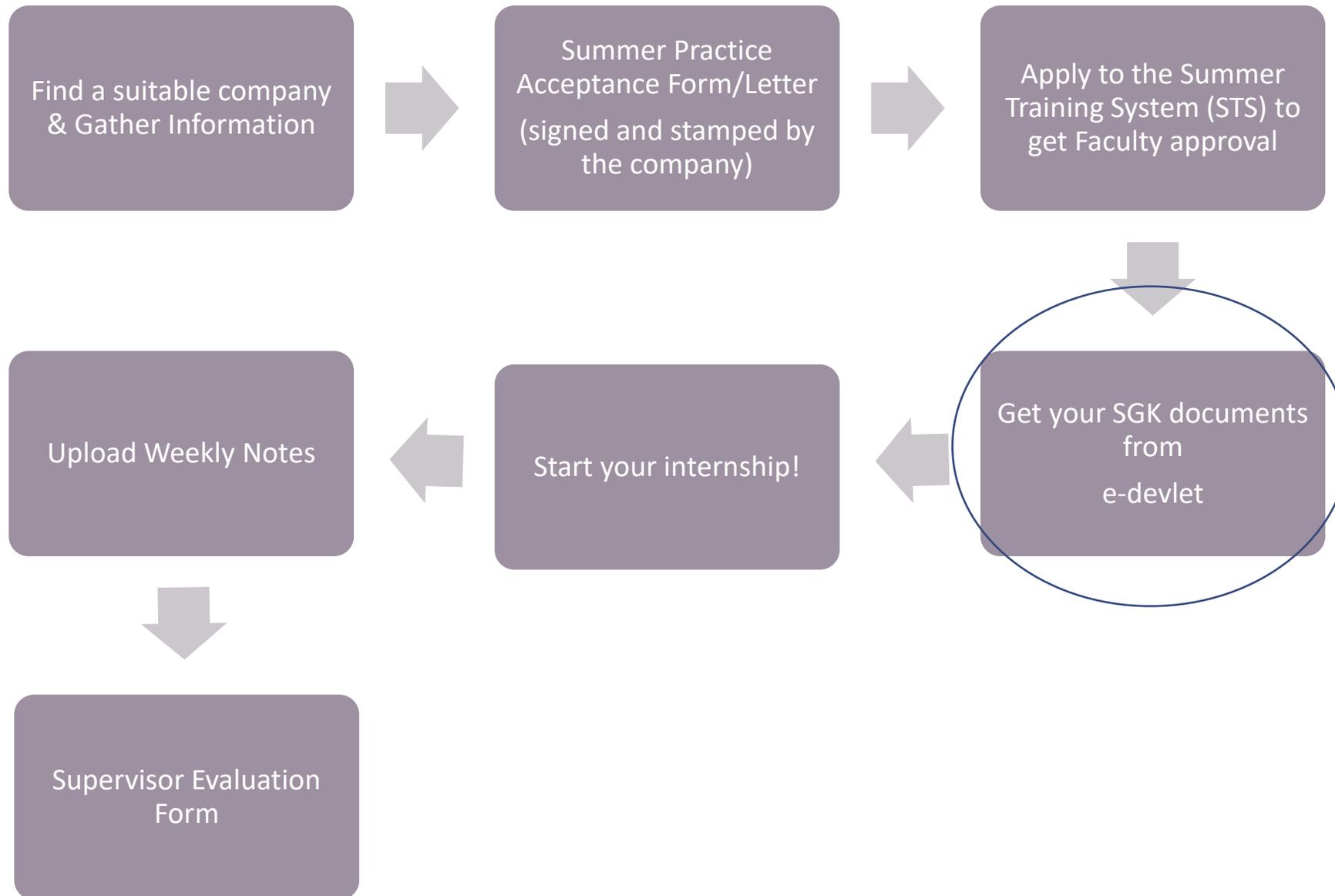
Mon, April 6, 2026, 10:00

Fri, July 17, 2026, 17:00

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, 2026	Fri, Jul 12, 2026	Approved	Actions ▾

The process



Getting SGK document from e-devlet

To access your SGK document

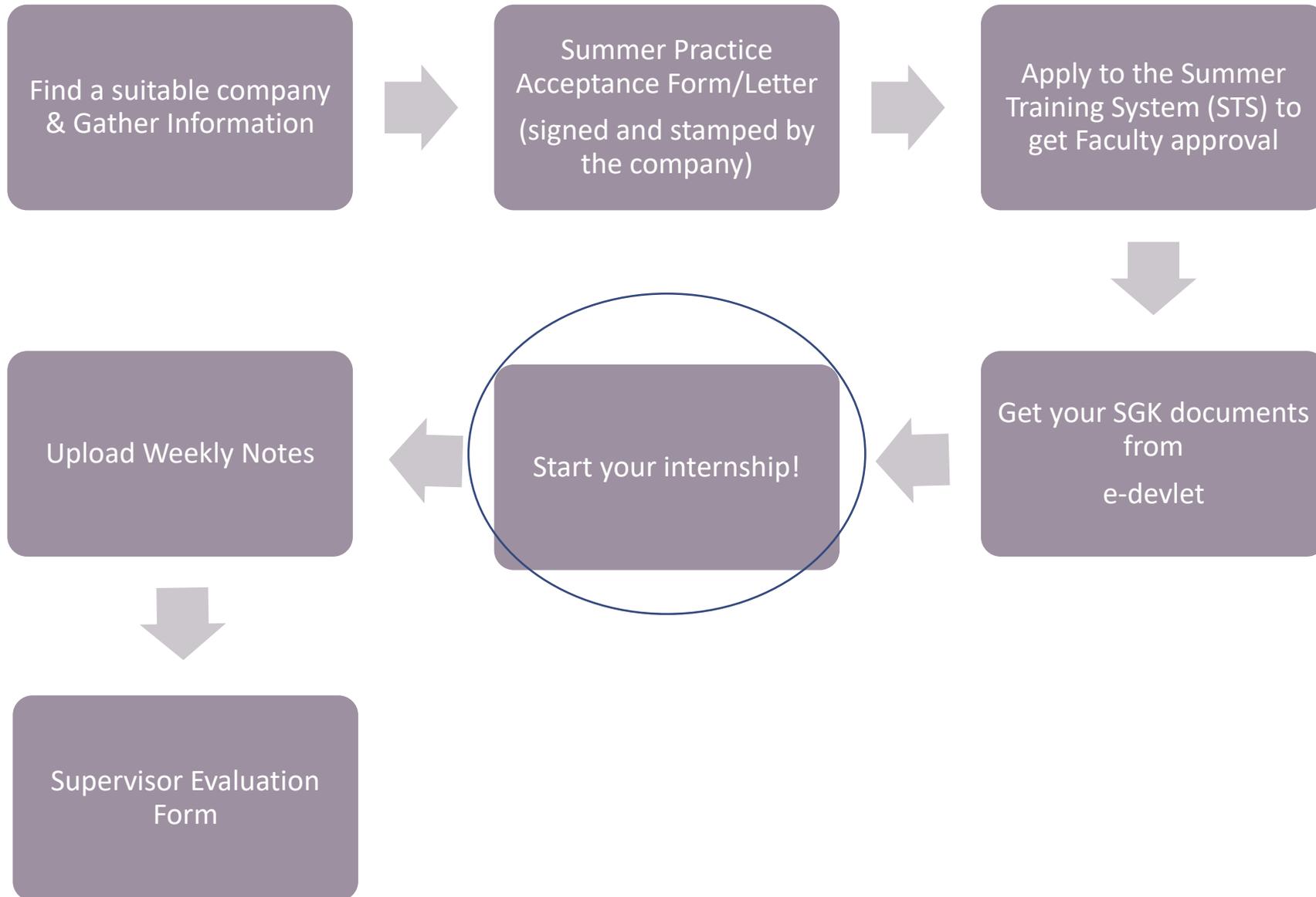
1. Log in to your e-devlet account
2. Search for “Sosyal Güvenlik Kurumu/4A İşe Giriş Çıkış Bildirgesi”
3. Click on “Belge Oluştur” and download the document
4. Take it with you to the company on your first day

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

If the document is not available, contact Fulya Akmut.



The process



During Your Internship

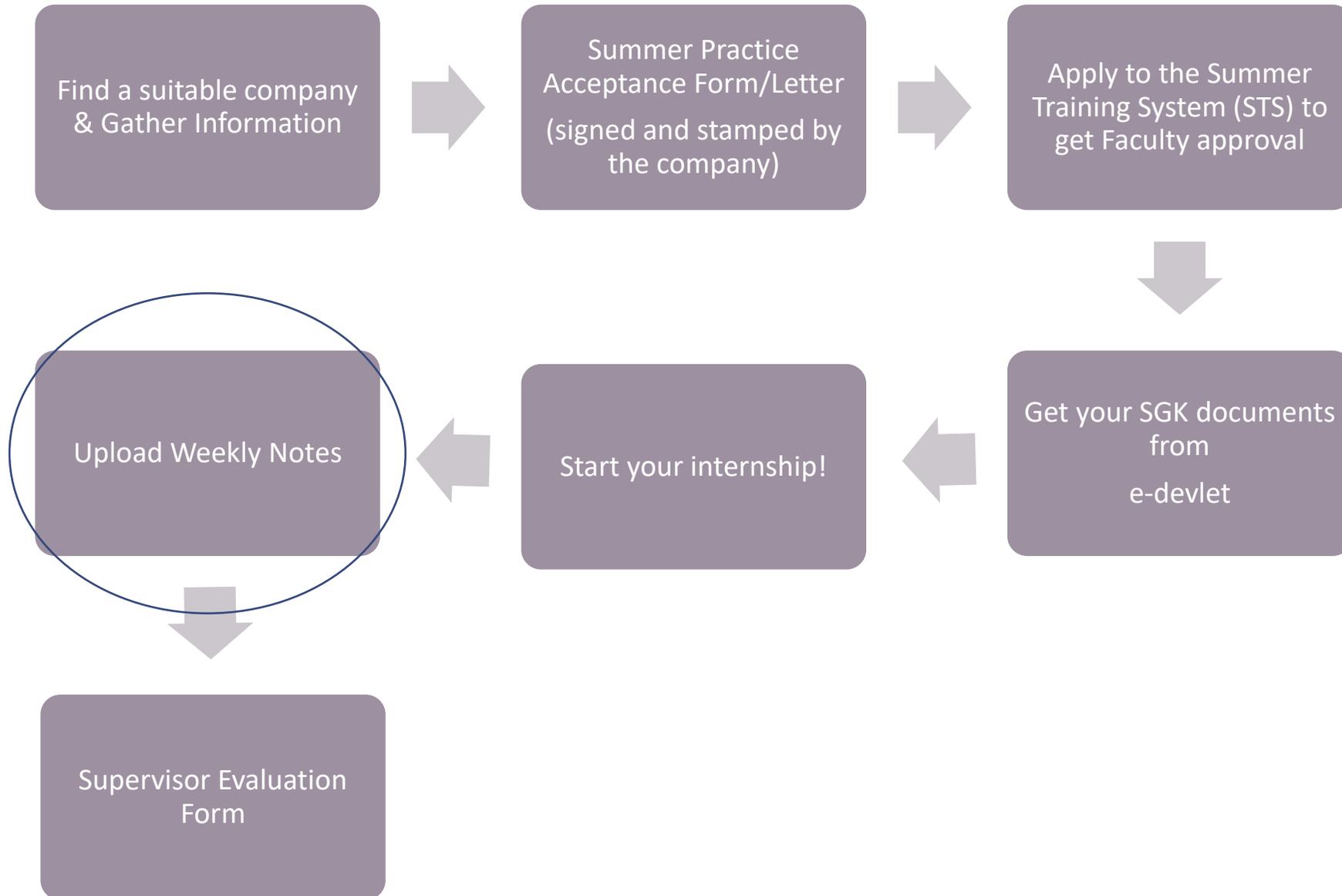
Enjoy the experience!

Important!

For mandatory internship,
do **NOT FORGET** to keep
weekly notes!!!!



The process



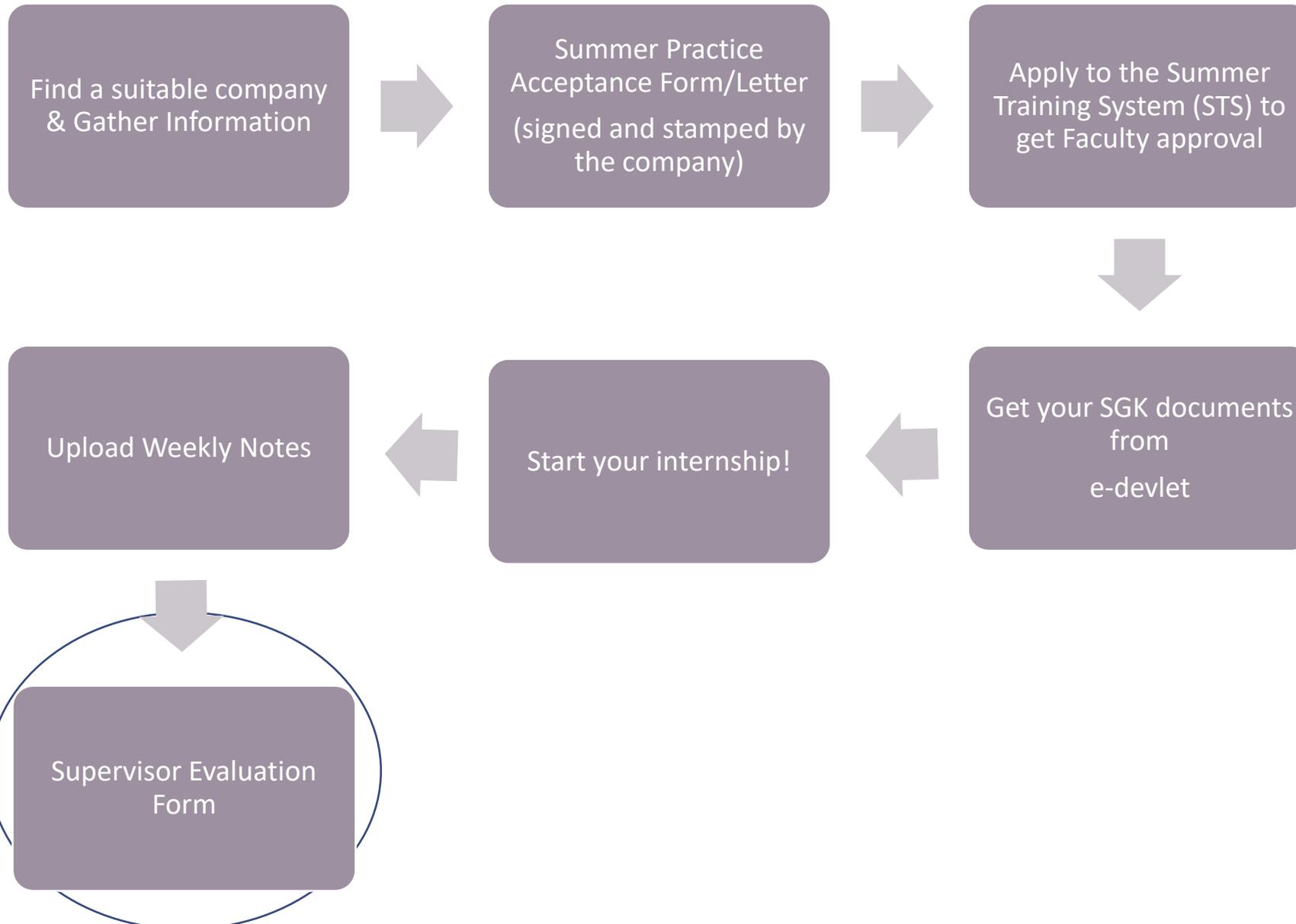
After Internship: Upload Weekly Notes

Upon completion of the **mandatory** internship, STS will ask you to upload your “training report”.

→ As your training report, **upload your weekly notes to the STS.**



The process



After Internship: Submission of Supervisor Evaluation Form

Upon completion of the **mandatory** internship, ensure your supervisor completes the “Supervisor Evaluation Form”.

Three options to submit the form:

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
3. Your supervisor may post the form with a **signed/sealed envelope** to:

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



The process: Summer – Completion of Internship

MAN 399 – SUMMER PRACTICE

* The final deadline for internship application in the STS system is July 17, 2026, by 5.00 PM.

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- apply their theoretical knowledge in real business environments,
- enhance their abilities and practical skills,
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- understand the functioning of institutions,
- observe the tasks and responsibilities they may assume in the future,
- develop experience in management–employee relations.

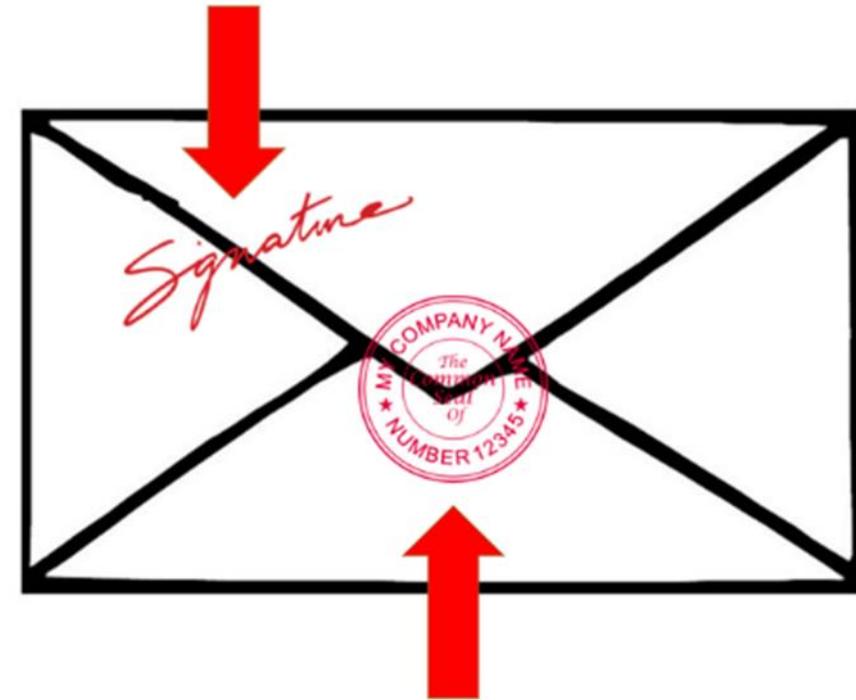
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MAN 399 – Faculty Coordinators

- Academic: **GÖZDE SUNGU ESEN** Office: MA-112
- Administrative: **FULYA AKMUT** Office: MA-216
- For your questions: manintern@bilkent.edu.tr

supervisor signature



company stamp

!! Both the form & the envelope containing the form MUST be signed and sealed!!!!



Fall Semester Requirements

- Registered for MAN 399 – Summer Practice course
- Attend MAN 399 – Summer Practice Information Session
- Check your Bilkent emails regularly

If you will be away for **ERASMUS**,

→ All the **deadlines and deliverables are still applicable!**



Fall Semester: To Pass MAN399 Course

Satisfy ALL of the following requirements:

- Uploading “weekly documents” to STS
- Submission of “Supervisor Evaluation Form”
- Submission of “**Summer Practice Report**”
- Submission of “LinkedIn Account post”



Summer Practice Report

MAN 399 – SUMMER PRACTICE

*** The final deadline for internship application in the STS system is July 17, 2026, by 5.00 PM.**

The Summer Practice is a required course at the Faculty of Business Administration. It is designed to help students:

- apply their theoretical knowledge in real business environments,
- enhance their abilities and practical skills,
- gain firsthand experience in business life,
- understand the functioning of institutions,
- observe the tasks and responsibilities they may assume in the future,
- develop experience in management–employee relations.

MAN 399 – Forms and Guidelines

- Summer Practice Info Session Presentation
- Application and Evaluation Guidelines
- Staj Kabul Formu (TR)
- Summer Practice Acceptance Form (ENG)
- Summer Practice Report
- Report Grading Rubric
- Supervisor Evaluation Form
- Student Evaluation Form
- Weekly Notes

MAN 399 – Faculty Coordinators

- Academic: **GÖZDE SUNGU ESEN** Office: MA-112
- Administrative: **FULYA AKMUT** Office: MA-216
- For your questions: manintern@bilkent.edu.tr

Summer Practice Report Guidelines

This document outlines the content and format expectations for the summer practice report to be prepared as part of the MAN 399 – Summer Practice course. Students should also consult the grading rubric while preparing their reports.

Content

The report consists of four parts. Expectations regarding each are detailed below.

Part I – Company information (500 words minimum)

The first part of the report includes a description of the company/institution and its industry.

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...
...

Part II – Sustainability practices (350 words minimum)

The second part of the report is about the sustainability practices of the company/institution.

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...

Part III – Internship experience (750 words minimum)

The third part of the report consists of information about the department where the summer practice is completed.

...
...
...

Part IV – Evaluation (500 words minimum)

The last part should include a self-evaluation of the summer practice experience.

At a minimum, this section should include:

...
...
...

Appendix

The appendix should include, at a minimum, the weekly notes kept during the internship. Please note that you need to type these notes; hand-written notes are not acceptable.



Final Reminders

- You are responsible for the whole process
- Check STS regularly (within 2 days)
- Start early



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

<https://fba.bilkent.edu.tr/undergrad/summer-practice/>

manintern@bilkent.edu.tr

