

	Guidelines for ME299 and ME399 Summer Training for 2026	Doc. #:	FRM 015
		Prepared:	24.03.2025
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The Summer Training application process for the Engineering Faculty students is being administered by the Dean's Office, Faculty of Engineering (located in Room 225 of EA Building, 2nd floor, Tel: 290-1261, 290-2354) through the online Summer Training System (STS), accessible via STARS or detailed instructions on using STS, please refer to the document [STS Instructions](#). General guidelines for the Summer Training application process can be found in the [Summer Training Information](#) document on the [Faculty of Engineering](#) website. This document provides guidelines specific to the Mechanical Engineering Department of Bilkent University (BilMech) regarding ME299 and ME399 Summer Training.

- BilMech students are required to complete two mandatory Summer Trainings, as outlined in the official curriculum of the Department: ME299, conducted in the summer following the second year, and ME399, conducted in the summer following the third year. To be eligible for ME299, students must have successfully completed the prerequisite courses ME211 and ME231. For ME399, the required prerequisites are ME212, ME342, ME371, and ME381. These courses must be completed before undertaking the corresponding Summer Training.
- Each student is responsible for independently finding and arranging a company for their Summer Training. A list of approved companies (including details such as name, address, and contact information) is available in the STS. Please note that a company may either not be listed in the system or may be listed but not approved for your department. In such cases, the company is considered unapproved. If the company is not listed or not marked as approved for the Department, the student must enter the company's information into the system (if not already present) and then request approval from the Department's Summer Training Coordinator. This request must be accompanied by an acceptance letter from the company. Only the Department Summer Training Coordinator has the authority to approve companies in STS. The Coordinator will review both the acceptance letter and the company's eligibility before granting approval. Once a company has been selected and arrangements have been made, students must obtain an official acceptance letter from the company. The acceptance letter must include the start date and end date of the summer training and with official letterhead, signed and stamped by a legally authorized executive of the company.
- Each student must be assigned a mentor at the company or institution where the Summer Training is conducted. At the end of the training, the mentor is required to complete and submit an online evaluation form assessing the student's performance.
- The nature of the Summer Training must align with the principles and practices of mechanical engineering.

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- (i) The mentor for ME299 may be a **mechanical/automotive/manufacturing/mechatronics engineer.**
- (ii) The mentor for ME399 may be a **mechanical/automotive/manufacturing/mechatronics/electrical and electronics/chemical/physics engineer.**
- Mandatory internships carried out at internationally recognized research centers abroad may be accepted as a ME399 Summer Training with the approval of the BilMech Summer Training Committee. However, such internships must take place in departments related to mechanical engineering. A detailed description of the Summer Training and department where the internship will take place is required before the application process.
 - Mandatory internships conducted **at research groups in Türkiye and Research Institutes established under Law No. 6550 on the Support of Research Infrastructures** may be accepted as a ME399 Summer Training with the approval of the BilMech Summer Training Committee. A detailed description of the Summer Training is required before the application process.
 - Summer Training acquired by the National Internship Program of the Presidency of the Republic of Türkiye can be counted towards ME299 and ME399, provided that the nature of the Summer Training is aligned with the principles of mechanical engineering.
 - All Summer Training Reports will be checked by Turnitin! Reports with a similarity rate of 30% or higher will not be accepted!
 - Summer Training Reports must be prepared in accordance with the prescribed guidelines. The reports consist of a report section and Weekly Technical Logs, both of which must be completed fully and accurately by the students. Students are required to follow the Summer Training Report Template and the Weekly Technical Log template prepared for ME 299 and ME 399 courses. Reports that do not comply with the specified templates will be rejected without further review, and the students concerned will be deemed to have failed the internship course at the end of the term. Reports must be prepared throughout the training period and submitted no later than four (4) days after the completion of the internship. All relevant sections specified in the templates must be duly signed by the mentor, and the responsibility for obtaining these signatures rests solely with the student. Reports uploaded to the STS system must also be printed out and submitted in hard copy to the internship coordinator. Handwritten entries in the weekly technical log must be clear, legible and neat.
 - The report section and the Weekly Technical Logs must be uploaded to the STS system as a single combined document. The Weekly Technical Logs must be completed by hand using a

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ballpoint pen; this is a mandatory requirement. Submissions that are not handwritten will not be evaluated, and the student will be deemed to have failed the summer training course.

[The Faculty of Engineering website](#) includes much helpful information about Summer Training (under “For Students/Summer Training”). Some of the documents/forms that you might need are also available on the website.

Here is the list of the documents available:

1. Summer Training Information: The general guidelines for Summer Training Application Process

2. Summer Training Presentation: The PDF file of the presentation about Summer Training

3. STS Instructions: The PDF file of step-by-step instructions on STS

4. Company and Student Information Form for State Contribution: 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.

5. Mandatory Summer Training Statement (in English and Turkish): These forms indicate that the students have a mandatory Summer Training requirement imposed by Bilkent University.

A student should print out this form and bring it to the Dean’s Office for a stamp and signature.

6. Insurance Statement: A statement indicating the insurance requirement and the University support for getting our students insured in Türkiye.