

# ALTINBAS UNIVERSITY FACULTY OF ENGINEERING AND ARCHITECTURE CO-OP

## EDUCATION PROGRAM DIRECTIVE

### PART ONE

#### Purpose, Scope, Basis and Definitions

**ARTICLE 1-** (1) The purpose of this directive is to regulate the procedures and principles regarding Altınbaş University Faculty of Engineering and Architecture CO-OP Education Program.

**ARTICLE 2-** (1) This regulation covers the rules regarding the CO-OP Education Program within the undergraduate programs of Altınbaş University Faculty of Engineering and Architecture.

**ARTICLE 3-** (1) This directive is based on Article 14 of the Higher Education Law No. 2547 and additional Article 23 has been prepared based on the Framework Regulation on Applied Education in Higher Education dated June 17, 2021 and numbered 31514.

**ARTICLE 4-** (1) In this directive;

- a) University Altınbaş University,
- b) Faculty Faculty of Engineering and Architecture
- c) Department The department where the Training Program is implemented
- d) CO-OP Program: (*Cooperative Education*) Common Education Program
- e) EBYS Electronic document management system
- f) Protocol The document regulating the cooperation to be made within the framework of the CO-OP Training Program
- g) Institution: The partner institution where the CO-OP Training Program will be conducted,
- h) Internship Unit Supervisor: The person who is responsible for the management of the vocational training process and provides communication with the Faculty, supervises students when necessary and contributes to the training,
- i) Responsible Instructor: Instructors assigned within the scope of the program in the departments,
- j) CO-OP Board: The board consisting of the dean, the head of the relevant department, the internship unit officer of the relevant department and the responsible instructor,
- k) Insurance: "Occupational Accident and Occupational Disease Insurance" as defined in the "Social Insurance and General Health Insurance Law No. 5510" published in the Official Gazette dated June 16, 2006 and numbered 26200,
- l) Enterprise: Public or private institutions and organizations producing goods or services where students, including the application centers within the higher education institution, conduct practical training to improve their professional knowledge and skills.

## PART TWO

### CO-OP Program Objectives and Implementation

#### Principles CO-OP Program Objectives

**ARTICLE 5-** (1) The aim of the— CO-OP program is to combine the academic knowledge given at the university with the practice in the industrial world and to train graduates who can both apply academic knowledge and experience different areas of their profession.

#### CO-OP Program Implementation Principles

**ARTICLE 6-** (1) The CO-OP Program is an elective program, and any Faculty student who wishes and has completed a total of 150 ECTS can apply and participate in this program.

(2) Students can participate in the CO-OP program by filling out the attached forms (ANNEX 1-7) and submitting them to the Faculty secretaries until the last day of the add-drop week of the 6th semester. Out-of-time applications will not be evaluated.

(3) Students who are deemed suitable for CO-OP and whose applications are accepted are determined by the CO-OP Board. The list of accepted students is notified to the Registrar's Office and the Directorate of Internship and CO-OP by the Faculty with the decision of the Faculty Executive Board.

(4) During the CO-OP Education Program, students' insurance is paid by the university.

(5) The program covers the 7th semester, including the Summer term at the end of the 6th semester.

(6) The student selected for the CO-OP program must work 40 hours a week at the company during the summer internship period.

(7) Students participating in the CO-OP program are exempted from the compulsory internship.

(8) In the 7th semester, the courses taken by CO-OP students participating in the program by working 3 days a week in the enterprise are processed as stated in the table below as Summer Term (July-September).

Electrical and Electronics Engineering (Turkish)			Electrical and Electronics Engineering (English)		
EQUIVALENT COURSES			EQUIVALENT COURSES		
Course code	Course Name	ECTS (T-U)	Course code	Course Name	ECTS (T-U)
ELK399	Electric-Electronics Engineering Internship II	5 (0-0)	EE399	Electric-Electronics Engineering Internship II	5 (0-0)
ELK499	CO- OP in Electrical and Electronics Engineering	15 (0-18)	EE499	CO-OP in Electrical-Electronics Engineering	15 (0-18)
	Total	20		Total	20

Industrial Engineering (Turkish)			Industrial Engineering (English)		
EQUIVALENT COURSES			EQUIVALENT COURSES		
Course code	Course Name	ECTS (T-U)	Course code	Course Name	ECTS (T-U)
END399	Industry Engineering Internship II	5 (0-0)	IE399	Industry Engineering Internship II	5 (0-0)
END499	Industry CO-OP in Engineering	15 (0-18)	IE499	CO-OP in Industrial Engineering	15 (0-18)
	Total	20		Total	20

Civil Engineering (Turkish)			Civil Engineering (English)		
EQUIVALENT COURSES			EQUIVALENT COURSES		
Course code	Course Name	ECTS (T-U)	Course code	Course Name	ECTS (T-U)
CONSTRUCTION399	Civil Engineering Internship II	5 (0-0)	CVE399	Civil Engineering Department Internship II	5 (0-0)
CONSTRUCTION499	CO-OP in Civil Engineering	15 (0-18)	CVE499	CO-OP in Civil Engineering	15 (0-18)
	Total	20		Total	20

Architecture (English)			Architecture (Turkish)		
EQUIVALENT COURSES			EQUIVALENT COURSES		
Course code	Course Name	ECTS (T-U)	Course code	Course Name	ECTS (T-U)
ARCH399	Architecture Internship II	5 (0-0)	MIM399	Architecture Internship II	5 (0-0)
ARCH499	CO-OP in Architecture	15 (0-18)	MIM499	CO-OP in Architecture	15 (0-18)
	Total	20		Total	20

Interior Architecture and Environmental Design (English)			Mechanical Engineering		
EQUIVALENT COURSES			EQUIVALENT COURSES		
Course code	Course Name	ECTS (T-U)	Course code	Course Name	ECTS (T-U)

IAED399	Interior Architecture and Environment Design Internship II	5 (0-0)	ME399	Mechanical Engineering Department InternshipII	5 (0-0)
IAED499	CO-OP in Interior Architecture and Environmental Design	15 (0-18)	ME499	CO-OP in Mechanical Engineering	15 (0-18)
	Total	<b>20</b>		Total	<b>20</b>

Computer Engineering EQUIVALENT COURSES		
Course code	Course Name	ECTS (T-U)
CE 399	Computer Engineering Internship II	5 (0-0)
CE 499	CO-OP in Computer Engineering	15 (0-18)
	Total	<b>20</b>

#### **ARTICLE 7- CO-OP students receiving admission;**

(1) CO-OP Program students submit the internship notebook showing their attendance and performance from the company they work at the end of the internship period to the Internship Unit Responsible of the relevant department and the CO-OP Graduation report to the Responsible Instructor at the end of the CO-OP program.

(2) At the end of the CO-OP Program, the student presents a project related to the business, sector and/or unit in which he/she works. The content and subject of the project is determined at the beginning of the CO-OP Program with the approval of the CO-OP Board of the relevant faculty. Changes related to the project can only be made with the approval of the Dean.

(3) The evaluation of CO-OP is carried out by the relevant CO-OP Board based on the report and project received from the enterprise.

(4) Students who successfully complete the CO-OP program are awarded a CO-OP certificate along with a diploma.

(5) If the student gives up the program in the Summer Term— ; The days he / she continues in the enterprise can be evaluated by the Responsible Instructor and can be deducted from the Compulsory Summer Internship, provided that it is documented. If necessary, the Responsible Instructor may request that the issue be discussed at the CO- OP Board. In this case, the student must apply to the Faculty Secretary with the approved form in Appendix-3. After the relevant evaluation, the situation is forwarded to the Student Affairs Department with the Faculty Decision.

(6) If the student withdraws from the program in the semester in which the CO-OP program starts (7th semester); they can drop the course they have taken for CO-OP and take their elective courses until the last day of the add-drop days.

(7) Students who leave the CO-OP program after the add/drop period must repeat the semester. In this case, students are deregistered from the CO-OP Program. Students who will be deregistered submit the Internship Cancellation Petition in Appendix-8 to the Faculty Secretary. The status of the deregistered students is forwarded to the Student Affairs Department with the Faculty Decision. The deregistered student cannot apply to the CO-OP program again.

(8) Students participating in the CO-OP program can continue the CO-OP program at least three days a week in the 8th semester in addition to the normal CO-OP period upon written request. For this student can apply to the Faculty Secretariat with the petition in Appendix-9.

The evaluation is decided by the Faculty Executive Board with the recommendation of the CO-OP board.

(9) Students participating in the CO-OP program cannot take summer school courses at Altınbaş University or another university during the CO-OP program and cannot benefit from Erasmus and other student exchange programs. After the student returns from the Erasmus exchange program, he/she can apply and participate in CO-OP.

### **PART THREE**

#### **Enforcement and Execution**

##### **Enforcement**

**ARTICLE 8-** (1) This Directive enters into force as of the date of approval by the Senate.

##### **Execution**

**ARTICLE 9-** The provisions of this directive are executed by the Rector of the University.

##### **APPENDICES**

[Annex-1 CO-OP Explicit Consent](#)

[Statement Annex-2 CO-OP](#)

[Clarification Text Annex-3 CO-OP](#)

[Application Form Annex-4 CO-OP](#)

[Commitment Letter](#)

[Annex-5 CO-OP Health Assistance Declaration and](#)

[Commitment. Annex-6 CO-OP Pandemic](#)

[Commitment.](#)

[Annex-7 CO-OP Evaluation File Annex-8](#)

[CO-OP Cancellation Petition](#)

[Annex-9 CO-OP Additional Day Request Petition](#)