

ALTINBAS UNIVERSITY
FACULTY OF APPLIED SCIENCES DIRECTIVE ON
APPLIED TRAININGS

PART ONE

Purpose, Scope, Basis and Definitions

Objective

ARTICLE 1- (1) The purpose of this Directive is to regulate the procedures and principles regarding the applied trainings conducted in the relevant programs or departments in order to improve the professional skills and experience of the students.

Scope

ARTICLE 2- (1) This directive covers the activities and principles regarding the applied trainings that the students of the Faculty of Applied Sciences will do in the units affiliated to Altınbaş University or in domestic and foreign enterprises deemed appropriate by the Faculty.

Basis

ARTICLE 3- (1) This Directive has been prepared based on the relevant provisions of the Higher Education Law No. 2547 and the Higher Education Council's Framework Regulation on Applied Education in Higher Education dated June 17, 2021 and numbered 31514 and Altınbaş University Associate and Undergraduate Education Regulations.

Definitions

ARTICLE 4- (1) In this directive;

- a) University Altınbaş University,
- b) Department / Program: Each of the departments / programs in the faculty,
- c) Rector: The Rector of Altınbaş University,
- d) Faculty Faculty of Applied Sciences,
- e) Dean: Dean of the Faculty of Applied Sciences,
- f) Board of Directors: Altınbaş University Faculty of Applied Sciences Board of Directors,
- g) Applied Education; Vocational Training and Internship Practices in the Enterprise,
- h) 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 develop their professional knowledge and skills,
- i) Vocational education in the enterprise: Vocational education program students' theoretical education in higher education institutions, enterprises or training units established by enterprises, and skills training in enterprises,
- j) Internship; Apart from the theoretical and practical courses given in higher education institutions and determined specifically for the program, the vocational work that students do in enterprises in order to improve their professional knowledge, skills, attitudes and behaviors, to get to know the sector, to adapt to business life, to gain experience and to grow in real production and service environment,
- k) Faculty Applied Education Commission: A team consisting of Department Heads and Department Practical Education Officers appointed by the Dean of the Faculty,
- l) Chair of the Applied Trainings Commission: The Chairperson selected by the Faculty Dean's Office from the members of the relevant applied trainings commission,
- m) Departmental Applied Education Commission: The team consisting of the Head of the Department, the Department Practical Education Officer and an additional instructor if the Head of the Department deems necessary,
- n) Departmental Applied Education Officer; The person responsible for the management of the Applied Education process and who provides communication with the Faculty, supervises students when necessary and contributes to education,
- o) Summer Semester: The period starting on the date of the end of the spring semester exams and ending on the date of the start of the fall semester courses,

- p) Practical Training Program: Summer (semester) and semester on-site practical training program,
- q) Trainee Student: A student of the Faculty of Applied Sciences who will participate in practical training,
- r) Application Location: A domestic or foreign enterprise deemed appropriate by the Department Applied Education Commission,
- s) 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,
- t) Practical Training File: It refers to the practical training notebook (Annex-5), form, report and similar documents that students must prepare within the scope of practical training.

PART TWO

Purpose, Duties and Authorities

Objective

ARTICLE 5- (1) To enable the student to get to know the business areas related to the program he / she is studying, to learn the practices in the enterprise, to gain professional experience by applying the knowledge and skills acquired through education and training.

Duties of the Faculty Applied Education Commission

ARTICLE 6- (1) The duties of the Faculty Applied Education Commission are as follows:

- a) To determine the principles regarding practical trainings, to review the Practical Trainings Directive when deemed necessary,
- b) To organize and coordinate applied training activities,
- c) To ensure that the student's insurance declarations are made by human resources,
- d) To submit the applications, objections regarding the evaluation of the application and requests for exemption from practical training to the Board of Directors for decision,
- e) To meet at least once every semester upon the request of the Head of the Applied Education Commission,
- f) Developing and monitoring a system to measure the overall effectiveness of practical trainings,
- g) If necessary, to request changes to the Faculty Board regarding applied trainings in the Department curriculum,
- h) To carry out other works and procedures related to practical training.

Duties of the Departmental Applied Education Commission

ARTICLE 7- (1) The duties of the Departmental Applied Education Commission are as follows:

- a) "To prepare and periodically review the Department Practical Training Documents,
- b) To ensure that the implementation activity is carried out in accordance with the regulation,
- c) To evaluate the applications for applied education training and to notify the Dean's Office of the application results,
- d) Monitoring the practical training vocational training application process,
- e) To evaluate the students' requests for a change in the place of practical training and to forward the result to the Dean's Office,
- f) To examine and evaluate the compliance of practical training documents with the Directive,
- g) Helping students to obtain practice placements from institutions/organizations,
- h) To monitor that the practices are carried out in accordance with the purpose and rules; to receive information about the student from the institution/organization where practical training is carried out when necessary,
- i) To evaluate the exemption requests of the student regarding the student's work experience in the relevant sector or the internship he / she has previously done in this sector and to report his / her opinion to the Faculty Applied Education Commission,
- j) To carry out other works and procedures related to Applied Education.

Duties of the Departmental Practical Training Officer

ARTICLE 8- (1) The duties of the Department Practical Education Officer are as follows:

- a) To inform and guide the student about the process at the beginning of the semester before the start date of the practical training,
- b) To check the suitability of the institution and the department where the student will work if the student finds the place of practice by himself/herself,
- c) To follow up and control all the procedures related to the practical training of the student, to submit the documents specified in the annex of this directive to the Dean's Office in due time,
- d) To request the list of students who meet the admission requirements for practical trainings from student advisors,
- e) To ensure that the quotas for practical training received from official channels are delivered to the Head of Department,
- f) Reporting the problems identified during the practical training to the Head of Department within maximum 3 working days,
- g) To prepare a report at the end of the semester for the development of training programs in line with the needs of the relevant sector through audits and observations and to submit a proposal to the Chairman of the Applied Education Commission,
- h) To cancel the practical training when necessary in accordance with the legislation, i) To archive the Practical Training File in digital environment,
- j) To forward the Practical Training Report, exemption requests and any objections related to the application to the Head of the Department Practical Training Commission,
- k) To submit the information of the student who has completed his/her vocational training to the University Student Affairs Department Unit in writing,
- l) To carry out other works and procedures related to practical training.

Student Responsibility

ARTICLE 9- (1) Students doing practical training

- a) The procedures regarding leave or absenteeism periods during practical trainings are subject to the relevant legislation of the higher education institution they are a student of and the official working rules of the practice place. The practical training of students who violate the provisions of this Regulation or the official working rules of the enterprise is evaluated as unsuccessful.
- b) During the periods he/she is in the enterprise, he/she is subject to the Student Discipline Regulation of Higher Education Institutions published in the Official Gazette dated 18/8/2012 and numbered 28388, the relevant disciplinary legislation of the higher education institution where he/she is a student and the working rules of the enterprise.
- c) During the application, they must work in accordance with the working and safety rules of the institution where they practice. Avoid behaviors that jeopardize work safety.
- d) If they receive a medical report, they must comply with the medical report acceptance requirements of "Altınbaş University Student Health Services Directive".
- e) Submit all necessary documents and reports to the Departmental Practical Training Officer and relevant authorities in a timely and complete manner as specified in the directive, and submit **the Practical Training Initiation and Acceptance** Form on time for the realization of insurance procedures.
- f) Submit additional forms, health declarations, account information and other documents requested by the practicing organization on time.
- g) Students doing practical training are responsible for fulfilling their obligations on time and completely in accordance with the directive. They are responsible for the loss of rights that may occur due to the delay caused by themselves.

PART THREE

Principles of Practical Training

ARTICLE 10 - Vocational Training at the Enterprise

- (1) It is essential that vocational training in the enterprise is carried out during the education and training periods. Vocational education at the enterprise starts in the education and training periods determined in the academic calendar of the higher education institution and ends at the end of this period. However, according to the nature of the program and the suitability of the conditions of the application site, vocational training in the enterprise can be done in the summer period.
- (2) It is compulsory to determine ECTS credits for vocational training in the enterprise. ECTS credits are added to the course schedules of the program or department and are included in the graduation credit calculation of the students.
- (3) The total credit of the courses calculated within the scope of vocational training in the enterprise cannot be less than 15 ECTS credits and more than 30 ECTS credits.
- (4) The Departmental Applied Education Commission evaluates the students who do vocational training in the enterprise in accordance with the Enterprise Evaluation Form, the Applied Education File and the predetermined achievements.
- (5) The student's evaluation grade within the scope of vocational training in the enterprise is entered into the system as a course grade. At the same time, this evaluation grade is included in the academic success grade evaluations.
- (6) Students who fail as a result of the evaluation can repeat their vocational training in the same or different enterprises.
- (7) Students who receive vocational training at the enterprise are paid a fee in accordance with Article 25 of Law No. 3308.
- (8) Pursuant to Article 25 of the Law No. 3308 and subparagraph (b) of the first paragraph of Article 5 of the Law No. 5510, occupational accident and occupational disease and sickness insurance is applied to students who receive vocational training in enterprises. General health insurance provisions are also applied for those who are not dependents of these students. The premiums to be paid within the scope of this paragraph are covered by higher education institutions in accordance with subparagraph (e) of the first paragraph of Article 87 of Law No. 5510.

Internship

ARTICLE 11 -

- (1) It is essential that internships are done in the months coinciding with semester or summer vacation. However, in cases where the following internships are not done in the months coinciding with the semester or summer vacation, education and training activities continue with the internship, and the internship cannot be done on the days when the student has a course or exam:
 - a) If the conditions of the relevant program or the place of application are not suitable, internship can be done outside these periods and provided that it does not disrupt education and training.
 - b) If the student has completed all his/her courses but has not yet completed his/her internship, he/she can do his/her internship in any month.
 - d) The internship can also be done during the education and training period, summer school and general exam periods, provided that it is of the same duration and not less than three days per week.
- (2) The duration of the internship is determined by higher education institutions according to the nature of the relevant program, not less than 20 working days.
- (3) It is compulsory to determine ECTS credits for internship. ECTS credits are added to the course schedules of the program or department and are included in the graduation credit calculation of the students.
- (4) The credit calculated within the scope of internships cannot be less than 5 ECTS credits and more than 10 ECTS credits in total.
- (5) With the appropriate opinion of the Commission and in accordance with the procedures and principles in this Regulation, the student may do internship voluntarily or for a longer period than the internship period determined within the scope of the program he / she is studying. Internship periods within the scope of this paragraph can be credited but are not included in the graduation credit calculation.

- (6) The Department Applied Education Commission evaluates the students who do vocational training in the enterprise as successful or unsuccessful with the Enterprise Evaluation Form, Applied Education File and predetermined achievements. Students whose internships are evaluated as unsuccessful must do internship again.
- (7) Article 25 of the Law No. 3308 shall apply to the wages to be paid to students doing internship.
- (8) Work accident and occupational disease insurance is applied to internship students in accordance with subparagraph (b) of the first paragraph of Article 5 of Law No. 5510. General health insurance provisions are also applied for those who are not dependent on these students. The premiums to be paid within the scope of this paragraph are covered by higher education institutions in accordance with subparagraph (e) of the first paragraph of Article 87 of Law No. 5510.

Applied Course

ARTICLE 12-

- (1) It is essential that the applied course is held on the days and hours specified in the course program within the scope of the course to which it is related. However, if deemed necessary, applied courses can be held at times other than the days and hours specified in the course program.
- (2) The ECTS credit calculation for the applied course is made within the scope of the calculation of the ECTS credit of the course to which it is related, and no additional ECTS credit is calculated.
- (3) The evaluations of the applied course are made by the instructor or instructors teaching the related course within the scope of the related course.
- (4) Students who do practical training within the scope of the applied course are not paid.
- (5) Students doing applied courses are not considered insured within the scope of subparagraph "f" of the first paragraph of Article 6 of Law No. 5510.

Acceptance Requirements, Period and Duration of Practical Training

ARTICLE -13

- (1) The admission requirements, type, period and duration of practical training are determined by the departments. (Annex-1)
- (2) Students can start practical training from the periods determined by the relevant department. Summer internship is done in the summer semester when education is not actually carried out, and in-semester on-site practice internship is done in the fall and spring semesters.
- (3) If there are prerequisites for Applied Education courses, they are determined by the relevant department in the curriculum.
- (4) In case the conditions of the Applied Education place are not suitable, students who continue the course can do a part of the summer internship in the non-holiday period if the Departmental Applied Education Officer approves, provided that the learning is not disrupted. If the student has completed all his/her courses but has not completed the summer internship, he/she can start the summer internship at any time.

Place of Application

ARTICLE 14-

- (1) Practical Trainings can be carried out in private or foreign enterprises or businesses preferred by the student and deemed appropriate by the Department Practical Education Officer, in accordance with the professional standards determined by the relevant Department in Annex-1.
- (2) The student must obtain the approval of the Departmental Practical Training Officer before starting practical training in the enterprises he / she finds himself / herself, and cannot do practical training in the relevant institution without the approval of the Departmental Practical Training Officer.
- (3) The place of application can be found in two ways:

- a) Individual Application of the Student to the Workplaces; The student can make an individual application to the workplaces for internship within the framework of the specified procedures and principles of the department in which he / she is studying. In this case, the Official Letter for the application for practical training is given to him/her by the Departmental Practical Training Officer.
- b) Finding a Place through Internship and COOP Directorate; "Applied Education File" is given to the student to apply to the enterprise shown by the relevant units at the University (provided that the student has the competencies requested by the workplace and exceeds the selection criteria such as exams and interviews, if any).
- (4) After the student starts practical training, he/she can change the place of practice based on the appropriate opinion of the Applied Education Commission.
- (5) The student must not have a 1st degree kinship with the owner of the workplace where the practice is carried out. Otherwise, their work is considered invalid.

Training Process

ARTICLE 15-

- (1) The student fills in the Application and Acceptance Form for Practical Trainings (Annex-2) and has it approved by the Department Practical Training Officer and then by the practice site.
- (2) The student submits the institution-approved application form, ID copies, Health Declaration and Undertaking to the Departmental Practical Education Officer at least 1 month in advance. If requested by the relevant institution, the Official Letter (Annex-3) is written, approved by the Department Practical Education Officer and sent to the institution.
- (3) The approved documents submitted to the Departmental Practical Training Officer are sent to the Human Resources department of the University at least 20 days in advance for day-based insurance entries.
- (4) The Application and Acceptance Form for Practical Training approved by Human Resources is sent to the students by the Department Practical Training Officer before the internship date starts.
- (5) The student must have his/her practical training file stamped and signed by the supervisor of the unit where he/she works. Missing signature or missing information is not acceptable for all attachments in the Practical Training File.
- (6) The Practical Education File is submitted to the Department Practical Education Officer until the last day of the first week of the final exam in the academic calendar for Intersemester applications, and within 45 (forty-five) days from the beginning of the following semester for Summer Internship. If the specified deadlines are exceeded, students are considered unsuccessful.
- (7) At the end of the practice, the relevant practice site fills in the Business Evaluation Form (Annex-4) given by the student and delivers it to the student or sends it to the university in a sealed envelope and sealed or signed, provided that it is confidential.
- (8) If an additional report is requested by the faculty departments, the following information should be included in the presentation section of the report.
 - a) Name and surname of the student submitting the report,
 - b) The full title and address of the workplace where the application is made,
 - c) Information on the institutional authority,
 - d) In which date range the application was made,
- (9) All Practical Training documents are reviewed, evaluated and archived by the Department Practical Training Officer.
- (10) Practical Training Files can be checked by contacting the workplace when deemed necessary.

Compulsory Attendance

ARTICLE 16-

- (1) In order for the practical training to be accepted, the student must have at least 70% attendance when the days of report and official holidays are deducted.
- (2) During the Practical Training period, the student cannot be given leave by the institutional authority. In case of illness, official health report or in case of inability to go to the hospital

documents can be accepted as a report. Students who are quarantined due to a disease in their family must document this situation to the Department Practical Education Officer.

- (3) Altınbaş University Student Health Services Directive is used for the validity of medical reports.
- (4) After the insurance entry is made, in case of the following cases, the student fills out a petition for the cancellation of the practical training with his/her own request and submits it to the Department Practical Education Officer;
 - a) Personal request of the student,
 - b) Failure of the institution to accept the student for practical training,
 - c) Conflict with the institution after the student starts practical training,
 - d) Health problem
 - e) Transfer to another university during the practical training process,
 - f) Failure to submit the practical training file on time.

The petition is forwarded to the Human Resources Department and the student's insurance is canceled. If the practical training is repeated, the student pays the insurance fee for the number of days previously paid.

Recognition of Previous Practical Trainings ARTICLE

17 -

- (1) The validity of the vocational training and internship in the enterprise that the students who come through horizontal and vertical transfer do in their previous educational institutions is evaluated and decided by the relevant adjustment commission.
- (2) Students who have worked or are working in a job related to the program they are studying can apply for recognition of prior learning within the scope of vocational training or internship practice in the enterprise, provided that they document their working time and titles. The relevant adjustment commission examines these applications and makes a decision. Only assessment and evaluation procedures are carried out in accordance with the relevant provisions of this Regulation for students for whom the adjustment commission makes a positive decision.

Practical Training Abroad

ARTICLE 18 -

- (1) In a way not to disrupt their curriculum, students can do their vocational training or internship practices in the enterprise in their course schedules abroad with the approval of the Department Applied Education Commission.
- (2) Students who complete their practical training abroad submit their documents related to their practical training studies and their practical training file to the Departmental Applied Education Commission. Measurement and evaluation procedures for practical trainings within this scope are carried out in accordance with the relevant provisions of this Regulation.
- (3) Premiums to be paid to domestic or foreign institutions and organizations operating in the field of insurance in order to insure students who will receive practical training abroad are not covered by higher education institutions.

PART FOUR

Miscellaneous and Final Provisions

Storage of Practical Training Documents

ARTICLE 19-(1) The Practical Training Files of the students are delivered to the Dean's Office at the end of the semester by the Department Practical Training Supervisor to be archived in Altınbaş University Exam Envelope. The digital copy of the internship file is archived digitally by the Department Internship Supervisor.

Course Load

ARTICLE 20

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- (1) The responsible lecturer assigned within the scope of vocational training in the enterprise is assigned a maximum of five hours of theoretical course load per week, regardless of the number of applied training groups he / she is responsible for.
- (2) The responsible lecturer assigned within the scope of the internship is assigned a weekly two-hour practical course load, regardless of the number of applied training groups he/she is responsible for.

Force Majeure

ARTICLE 21 - (1) The procedures and principles regarding practical training in cases of natural disasters such as earthquake, fire, flood, legal strike, lockout, general epidemic disease, war, partial or general mobilization declaration and similar force majeure situations are determined by the Council of Higher Education.

Other Matters

ARTICLE 22-

- (1) Matters not covered in this directive are decided by the Board of Directors upon the proposal of the department upon the recommendations of the Department Practical Education Officers.
- (2) Altınbaş University is not a party to the financial relations between the student and the workplaces where the student does his/her internship.
- (3) The University is not obliged to find an internship place for the student.
- (4) The validity of medical reports is subject to Altınbaş University Student Health Services Directive. Students who do not complete their compulsory/optional internship for any reason, or who fail the internship exams and have to repeat them, are obliged to pay the internship fee and insurance fee determined by the University.
- (5) Students pursuing a double major are also required to do an internship in the relevant program.

PART FIVE

Enforcement and Execution

Enforcement

ARTICLE 23-

- (1) This directive enters into force with the approval of the University Senate, effective from the 2021-2022 academic year.
- (2) With the approval of this directive, "Altınbaş University Faculty of Applied Sciences Compulsory Internship Directive" is abolished. The practices carried out in previous semesters are subject to the provisions of the abolished "Altınbaş University Faculty of Applied Sciences Compulsory Internship Directive".

Execution

ARTICLE 24- (1) The provisions of this directive are executed by the Rector of the University.

Attachments

[Annex-1 Application Requirements by Departments of Faculty of Applied Sciences](#)
[Annex-2 Applied Education Application and Acceptance Form](#)
[Annex-3 Official Letter](#)
[Annex-4 Business Evaluation Form](#)
[Annex-5 Practical Training Notebook](#)

Legal Basis on which the Directive came into force			
Relevant Board	Date of Decision	Number of Decision	Decision Item
Senate	24.09.2021	2021/13	7
Board of Trustees	13.01.2022	2022/01	16
Legal Basis for the Amendment to the Directive			
Relevant Board	Date of Decision	Number of Decision	Decision Item