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NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
APPLIED EDUCATION DIRECTIVE of
VOCATIONAL SCHOOLS

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of the Applied Education Directive is to enable the students of vocational schools within the body of Nevşehir Hacı Bektaş Veli University to get to know the sectoral studies related to the associate degree program they receive their education, to reinforce the theoretical knowledge they have acquired during their education, to develop the skills they have gained in laboratory studies, To determine the principles and procedures related to the development of qualified human resources by creating a "Collaborative Education Model" between the public, university and industry in order to enable them to get to know enterprise organizations, production processes, new technologies in the sector and gain experience.

Scope

ARTICLE 2- (1) This directive includes the students of vocational schools studying at Nevşehir Hacı Bektaş Veli University to get to know the work in public and private institutions, institutions and businesses in the country or abroad. It also covers the arrangements that will enable them to reinforce the theoretical knowledge they have gained during their education period, to develop the skills they have gained in laboratory studies, to get to know workplace organizations, production processes, new technologies in the sector and gain experience.

Basis

ARTICLE 3- (1) This Directive is based on Nevşehir Hacı Bektaş Veli University Associate Degree and Undergraduate Education Regulation, Vocational Education Law No. 3308, Social Insurance and General Health Insurance Law No. 5510, and Higher Education Council dated 17.06.2021 and numbered 31514. It has been prepared on the basis of the "Framework Regulation on Applied Education in Higher Education" published in the Official Gazette.

Definitions

ARTICLE 4- (1) Following expressions are used in this Directive;

a) European Credit Transfer System (ECTS) Credit: It covers all the work that the student has to do in order to successfully complete a course and will be given to the students. information, skill and competencies get to make for necessary the one which... total work your burden based on numeric value,

b) Department/Program: Aim, scope and qualification in terms of a integrity constitute the one who consisting of departments and branches of art that complement each other or are close to each other; education and training, scientific research and practice of faculties, colleges and vocational schools unit,

c) Instructor Personnel: An enterprise with professional competence, responsible for the training of students in the enterprise, knowing and applying vocational training methods and techniques, assigned by the enterprise and responsible for the supervision of the student. its staff,

ç) Iskur: Turkish Employment Agency

d) Enterprise: The public or private/civil sector where students are assigned to do hands-on training companies/organizations,

- e) Workplace Official: The official, manager or president of public or private/civil institutions and organizations that produce goods or services where students receive practical training in order to improve their professional knowledge and skills, including application centers within the university,
- f) Vocational School: Vocational school within the body of Nevşehir Hacı Bektaş Veli University.
- g) Director: Vocational school directors within Nevşehir Hacı Bektaş Veli University
- ğ) Program: Applied Training Program,
- h) Rector: Nevşehir Hacı Bektaş Veli University Rector,
- ı) 1) Senate: Nevşehir Hacı Bektaş Veli University Senate,
- j) SSI: Social Security Institution
- k) Responsible Instructor: Applied Education Program Advisor
- l) Contract: Signed by the student, the responsible lecturer, the director of the relevant vocational school, the educational staff and the enterprise authority, which regulates the relations between the student and the enterprise regarding the Practical Education Program document,
- m) Applied Training Subcommittee: In the departments where applied training is active; including the head of the department, the lecturer responsible for applied training and a member of the department internship commission. commission,
- n) Applied Trainings Commission: From every department in the Vocational School formed by a representative appointed by the department heads commission,
- o) Practical Training Protocol: Signed by the enterprise manager and the Manager, explaining the quotas and conditions related to the Practical Training Program document,
- p) University: Nevşehir Hacı Bektaş Veli University

SECOND PART

Duties and Authority

Duties and Authority of the Rector

ARTICLE 6 - (1) The Rector is responsible for the planning, budgeting, implementation, coordination and supervision of applied education activities.

Duties and Authority of the manager

ARTICLE 7- (1) The duties and authorities of the Director are as follows:

- a) Coordinating the planning and implementation of applied training activities in their units to make,
- b) Within the scope of vocational education, work and transactions regarding the insurance of students to be insured pursuant to Article 5 of the Social Insurance and General Health Insurance Law dated 31.05.2006 and numbered 5510 to execute,
- c) In case of authorization by the Rector, to sign the contracts between the higher education unit and the relevant enterprise within the scope of applied training or to sign these contracts to the Rector. to present,

(2) With the assignment of the Rector, a purpose-oriented administrative unit responsible for coordination, apart from faculties, colleges and vocational schools, is to fulfill the duties and responsibilities specified in this article.

Management of the Applied Training Program

ARTICLE 8- (1) The program is finalized with the recommendation of the Vocational School Board and the approval of the University Senate, and is carried out by the Applied

Trainings Commission and the sub-committees that include the instructor responsible for applied education in the departments.

Duties and Authority of the Applied Trainings Commission

ARTICLE 9- (1) A Commission responsible for the planning, implementation and coordination of applied training activities in the programs or departments of the Vocational School is formed.

(2) The commission carries out the measurement and evaluation of the achievements obtained at the end of vocational training in the enterprise or sub-committees, including the responsible lecturer, to have this process done. can create.

(3) The Applied Trainings Commission carries out the following activities to achieve its practical training and career development goals:

a) Collects information to be used in students' professional experience and career development activities, and lists candidate students. creates,

b) It collects the information of the workplace/institution where the students will practice and lists the practice places for each semester. creates.

c) It works to provide a suitable enterprise or institution for professional experience. d) students own with the possibilities determined by work your place to the schedule appropriate whether decides it isn't.

d) to the program voluntarily participation to ensure about to with enterprises promotion purpose talks it does.

e) Students with enterprise officials and in the enterprise trainer employee between meeting provides an environment and enables students to settle in the workplace.

f) Conducts follow-up visits to the students and workplaces participating in the program together with the advisors. Determines the difficulties encountered in applications by meeting with company/organization officials and students, and suggestions for solving them they are ready.

g) Training activities on conditions of working life, career development and management regulates.

ğ) It organizes meetings with the participation of sector representatives in order for the program to be successful.

h) It carries out the necessary activities for the preparation and implementation of the internal and external legislation in order for the program implementation to be successful.

i) The Applied Trainings Commission implements the decisions taken by the Vocational School Executive Board and the work program it prepares.

i) All kinds of communication and coordination necessary for the successful execution of the program and career development activities. provides.

j) It prepares the annual activity report and submits it to the Vocational School Board of Directors. presents.

(4) The duties of the Applied Training Subcommittee are: are:

a) In workplaces related to the fields of Vocational School students, to apply the

theoretical knowledge learned at the university to students by allowing them to work gain experience,

b) Vocational School students and workplaces on career development and human resources management. to raise awareness,

c) students strange from events taking advantage available their abilities most top level development to ensure,

ç) To guide students to work in accordance with their abilities and professions, to improve their job search skills,

d) Students' success and failure in enterprise life to watch,

e) To determine the educational deficiencies that students encounter in the enterprise environment by contacting them and their employers, and to make suggestions to the university administration to eliminate them,

f) To ensure that the trained workforce needs of the workplace meet the job demands of graduates,

g) Transferring the problems faced by the workplace to the university through students, thereby providing solutions to these problems and establishing cooperation between public, university and industry.

Duties and Authority of the responsible lecturer

ARTICLE 10 - (1) In order to monitor the applied training activities in the programs or departments, to ensure coordination between the enterprise and the institution, to guide the students in the applied training processes and to take part in the measurement and evaluation processes, for each applied training group that will receive vocational training in the enterprise, a responsible teaching staff will be provided during the trainings. member is appointed.

(2) For the associate degree students participating in the program, the associate degree advisor of the said student is also offered to the directorate by the relevant department as the responsible lecturer of the program. In case of need, the responsible lecturer can be appointed with the decision of the board of the relevant department and the responsible lecturer is appointed with the approval of the unit Administrative Board. The program works in collaboration with the responsible instructor, the Committee on Applied Education, and advises students on applied education and their problems. The instructor responsible for the workplace follow-up of the student is primarily responsible. The course fee is paid to the responsible lecturer, taking into account the course load of the relevant course.

Duties and Authority of the Operating Officer

ARTICLE 11 - (1) The duties and authorities of the enterprise in which vocational training or internship is carried out in the enterprise are as follows:

a) Considering the number of students who will do practical training within its body, it should employ a sufficient number of trainers with professional competence in the field. to assign,

b) Applied education will make your student applied education accept form to approve,

c) Enterprise evaluation form for each student who does practical training within its body. is to fill.

Duties and Authority of the training staff

ARTICLE 12 - (1) Students who will receive vocational training in the enterprise are under the supervision of an educational staff who has professional competence in the field and is assigned by the enterprise after receiving the opinion of the Commission.

(2) Duties and authorities of the training personnel are as follows:

a) Ensuring that students do and continue their applied education within the prepared education plan. to ensure.

- b) Completing the enterprise evaluation form for each student doing practical training. to ensure.
- c) To give opinions by examining the applied training files prepared by the students and to approve.
- d) Collaborating with the responsible lecturer on absenteeism, discipline and other issues related to practical training.

Student responsibilities

MATTER 13 - (one) Applied education making students, applied trainings They are subject to the relevant legislation of the higher education institution they are a student of and the official working rules of the enterprise in the transactions regarding the leave or absenteeism periods. to the provisions of this Regulation or of the enterprise formal study to the rules against acting students failing practical training is evaluated.

(2) Student Discipline of Higher Education Institutions, published in the Official Gazette dated 18.08.2012 and numbered 28388, during the period when students doing applied education are in the enterprise. regulation with student is high education of your institution relating to discipline legislation and operating rules of the enterprise subject.

THIRD PART

Vocational Education and Applied Course in Enterprise

Application and admission conditions for the program

ARTICLE 14- (1) Application and admission requirements for the Applied Training Program are as follows:

- a) Companies/organizations that signed the Applied Training Protocol They notify their demands to the applied education commission of the relevant vocational school. In case of high demand for the program, upper quota limitation may be applied with the opinion of the Head of the Department and the decision of the Vocational School Administrative Board. In addition, the student can apply to the Applied Education Program, except for the quota determined in a enterprise that undertakes to meet all legal requirements and is approved by the applied education commission. can do.
- b) The Applied Education Commission announces the final quotas at the beginning of each semester.
- c) The first 4 (four) semesters of the 3rd semester of the associate degree program are accepted to the declared student program. Within a week, he/she applies to the head of the department he/she is studying with the application form and transcript. Program 2nd year 4th semester is applied.
- d) In order for students to apply to the program, the application deadline (at the end of the 2nd semester) general note of the mean (GNO) most little 2.50 or equivalent, first 2 to the semester belonging all courses (compulsory and elective) and be successful in these courses.

The application grade point average is determined by the Academic Board Decision of the relevant department. can be upgraded.

d) Applicant candidates selection relating to episode head, episode minister assistants and It is carried out by a commission in which the Department Program Advisor is present.

e) Students selected by the commission according to the quotas are accepted to the program with the decision of the Vocational School Board of Directors. they are made.

f) Students accepted to the program are obliged to read and sign the Applied Education Information and Admission Forum. Students who do not sign the form will be removed from the program. Applied Education Information and Acceptance Form by the relevant department created and given to the student to sign. presents.

g) The student participating in this program cannot take any course at any university that provides formal education, including his or her own university. Courses taken without permission are in the student's schedule. not counted.

ğ) Applied education is not counted as a substitute for the compulsory internship course in associate degree programs.

h) An additional student contribution from students for the program not taken.

Execution of the program

MATTER 15 - (one) in enterprise vocational your education, education and teaching during the periods is essential to do. Vocational education in 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. The vocational training program in the enterprise is carried out as follows.

Program Job of college Education Teaching In your plan "Applied Education It is offered as an option to the normal course curriculum in the 2nd grade 4th semester in the departments with "Course" and is carried out in parallel with the normal course curriculum without interrupting the education. Choosing the program and success with completing students in your transcripts 4. semester lessons in its place last There are "Applied Education Lessons" up to 30 (thirty) ECTS.

Students who cannot complete the program or fail to register for the program can re-join the Applied education without the limitation of academic year, if a quota is requested by the same professional organization or a different professional organization. Otherwise, unsuccessful students take all the courses they did not take in the 2nd year, 4th semester, like other students in the next year.

Success

ARTICLE 16- (1) Within the scope of the Applied Education Program, the success of the student is determined by the following items:

a) The student selected for the program can leave the program voluntarily. Students who drop out of the program can switch to the regular program by registering for the courses in the program within the excused course registration period in the University academic calendar. Apart from this period, the program cannot be abandoned, students who give up are unsuccessful. sort of.

b) A student who is deemed to be on leave from the program is also on leave from this program. sort of.

c) The program has an 80% attendance requirement. Students who cannot fulfill this condition fail with the decision of the Vocational School Administrative Board. sort of.

ç) 30% of the program grade is given by the management officer, 30% by the department program advisor and 40% by the department lecturers from the presentation of the program report.

d) The program grade determined for the Applied Education course is determined by the instructor in charge of the student information system as a result of a single exam. saved.

e) For the "Applied Education" course taken within the scope of the program, the provisions of Nevşehir Hacı Bektaş Veli University Associate Degree and Undergraduate Education and Training Regulations are taken into account in the issues of success and equivalence. is taken.

Documents required from the student

ARTICLE 17- (1) The student who is accepted to the Applied Education Program will be able to apply to the firm/organization with which he/she will practice;

- a) Admission to the program given by the Applied Education Commission write,
- b) Practical Training Information and Admission form,
- c) identity card,
- ç) 3 photos
- d) Contract with companies/organizations copy,
- e) Applied Training Program evaluation documents in a sealed envelope.

Opportunities for students

ARTICLE 18- (1) Students who will participate in the Applied Training Program of companies / organizations;

a) It is expected to pay at least 1/3 of the minimum wage determined during the applied education process. Payment at different rates based on the protocol to be signed with İş-Kur on behalf of organizations that cannot pay fees. can be done.

b) It is expected that they will benefit from transportation and other services provided to employees, either paid or free of charge. However, students can benefit from the aid provided based on a legal right or a collective agreement.

c) Work accident, occupational disease and sickness insurance is applied to the students who are accepted to the program in accordance with the 25th article of the Law No. 3308 and the subparagraph (b) of the first paragraph of the Law No. 5510. General health insurance provisions are also applied to those students who are not dependents. Premiums to be paid within the scope of this paragraph are covered by the University in accordance with subparagraph (e) of the first paragraph of Article 87 of the Law No. 5510.

ç) Students who are accepted to the program are not paid any fees by the university during the program. The University is not a party to whether students are paid by the workplace or not. However, within the scope of the Vocational Education Law No. 3308, payment can be made if the workplaces' own legislation allows.

Disciplinary Affairs

ARTICLE 19- (1) The provisions of the Higher Education Institutions Student Disciplinary Regulation are valid for the disciplinary affairs of the students participating in the program. However, students must also comply with the provisions of the regulations of the enterprise regarding discipline, occupational health and safety. without permission or without excuse study of your days % out of 20 more if not coming or work location study to your hours inconsistent your student program to the process immediately end by giving situation companies/organizations with a letter to the responsible lecturer and the relevant vocational school applied education commission. is reported.

Sickness and accident

MATTER 20- (one) Program during sick and disease seven from day more lasting or the name, surname of the student who has suffered an accident, the nature of the illness and the accident, are reported to the relevant official authorities by the companies/organizations. In these cases, SSI terms and practices apply. Vocational school board of directors made the decision about the duration of the program. gives.

Program report

ARTICLE 21- (1) Students choose a topic related to their field with the

recommendation and approval of the department program advisor and company/institutional supervisor. It researches this subject during the study period, makes a report, gets it approved, and presents the report orally in the presence of the department lecturers at a time determined by the department and within the time interval covering the final and make-up exam dates in the academic calendar.

**PART FOUR
Miscellaneous and Final Provisions**

Determination of applied training groups

ARTICLE 22- (1) The number of students in the applied education groups to be formed within the scope of the program cannot be less than five. However, if the total number of students to be trained in programs or departments is less than five, a practical training group can be formed.

(2) Students in the same applied education group can do applied education in different enterprises.

Course Load

ARTICLE 23- (1) The responsible lecturer assigned within the scope of practical training in the enterprise is responsible for the applied training group weekly, with a maximum of two groups. maximum five hour theoretic lesson load is loaded. Program to the scope including the one which... student If the group exceeds two groups, another responsible lecturer from the same program is assigned.

Night Shifts

ARTICLE 24- (1) Students cannot participate in night shift work to be organized due to the production plan of the workplace.

Cases where there is no provision

ARTICLE 25 - (1) The provisions of the Framework Regulation on Applied Education in Higher Education shall apply to matters not specified in this Directive.

Force

ARTICLE 26 - (1) This Directive enters into force from the date of its approval by the Senate.

Executive

ARTICLE 27 - (1) Vocational School is obliged to fully implement the provisions of this Directive. In addition, due to the special academic conditions of their departments/programs, they can make additional arrangements with the decision to be taken by the Applied Education Commission and approved by the Vocational School Administrative Board.

(2) The provisions of this Directive are executed by the Director of the relevant Vocational School.

Senate Decision Accepting the Directive,	
DATE	number
04.08.2022	2022.23.174