

**NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY**  
**HEALTH SERVICES VOCATIONAL SCHOOL INTERNSHIP INSTRUCTIONS**

**PURPOSE**

Article 1- The purpose of this directive; is to reinforce the theoretical knowledge and experience gained by students during their education, to improve the skills and experiences they have acquired in laboratory and workshop practices, to enable them to recognize their responsibilities, relationships, organization and production process and new technologies in their places of duty.

**SCOPE**

Article 2- This directive covers the activities and principles of the education, practice and internships that Nevşehir Hacı Bektaş Veli University Health Services Vocational School students will do at workplaces in Turkey and abroad.

**BASIS**

Article 3- This Directive was published in the Official Gazette dated 22/05/2002 and numbered 24762 with the " Regulation on the Principles and Procedures Regarding the Education, Practice and Internships of Vocational School Students in the Vocational Technical Education Zone ", dated 24 July 2007 and numbered 26592. It has been prepared in accordance with Article 23 of Nevşehir Hacı Bektaş Veli University Associate and Master's Degree Education-Teaching Examination Regulations published in the Official Gazette .

**DEFINITIONS**

Article 4. In this directive following expressions are used:

Vocational School: Vocational School of Health Services

Director: Director of Health Services Vocational School,

Workplace: The public and private sector institutions and organizations that provide services, which the students of Vocational School have gained through the knowledge and experience they have gained during their education, through internship,

Educational personnel: A person who has professional competence, is responsible for the education of students in the workplace, knows and applies vocational education methods and techniques, and has the ability to teach laboratories and vocational courses in health services vocational schools,

Vocational School Internship and Education Application Board : Vocational School Internship and Education Application Board,

Auditor lecturer: Permanent lecturers of each program in charge of determining the working areas in the institutions to be used in vocational education, planning, coordination and monitoring of education,

School-Internship Place Coordinator: Vocational School Deputy Director who is responsible for coordinating the internship and training of Vocational School students in line with the decisions of Nevşehir Hacı Bektaş Veli University Internship and Education Application Board,

University internship and training application board: Nevşehir Hacı Bektaş Veli University Internship and Education Application Board,

Internship directive: Vocational School Internship Directive,

Calendar: It refers to the internship calendar covering the internship period.  
Vocational School Internship and Education Application Board

Article 5. Under the presidency of the School-Internship Coordinator determined by the vocational school among the vice principals; It consists of department heads and program coordinators of the vocational school.

The Vocational School Internship and Education Application Board can establish work commissions in the programs and units it deems necessary . This board holds at least one meeting a year and notifies the results of the meeting evaluation to the University Internship and Education Application Board.

### **Duties of The Vocational School Internship And Education Application Board**

Article 6. The duties of the Vocational School Internship and Education Application Board are as follows:

- a) To organize meetings to ensure that the college students receive the necessary preliminary information in order to provide internship in line with the provisions of this directive
- b) To organize the written documents to be used in the internship to be prepared and ready on time ,
- c) Cooperating with the relevant units in providing internship places for students ,
- d) To distribute the students to the internship places in a balanced way ,
- e) To supervise internship work ,
- f) Evaluating internship studies ,
- g) To organize interviews and applications related to the internship if necessary .

### **Finding Places**

Article 7. Students find the institutions for their internship. The student who finds an internship place applies to the Vocational School Internship and Education Application Board with the relevant documents. They can start their internship after the approval of the Vocational School

Internship and Education Application Board. The number and areas of students who cannot find an internship place due to insufficient quota are notified to the University Internship and Education Application Board .

### **Documents requested from students who will do internship**

Article 8. In order for the students who will do internship to start their internship, they must apply to the Vocational School Internship and Education Application Board with the following documents.

- a) Application document showing that the student wants to do an internship at least 5 (five) days in advance ,
- b) Instructor courses taken by the student and his resume already proof of internships ,
- c) For the payment of the General Health Insurance premium of the Vocational School students who will do their internship, in accordance with the law numbered 6111, the questioning document regarding their right ownership obtained from the Social Security Institution regarding whether they are dependent or not ,
- d) Photocopy of Identity Card .

Students apply to the relevant workplace with the official letter they receive from the Vocational School Internship and Education Application Board.

### **Opportunities for students who will do internship**

Article 9. Enterprises that will accept intern students ensure that intern students also benefit from the opportunities they provide to their personnel . For this, they make maximum effort to meet the accommodation and nutrition needs of the intern students and to benefit from the social facilities of the institution.

During the internship of Vocational School students, the "Occupational Accidents and Occupational Disease" insurance premium and the "General Health Insurance" premium for students who are not dependent on them are paid to the Social Security Institution by our University.

The legal responsibility of the students who started their internship without making any inquiries to the Social Security Institution regarding whether they are a dependent person or not, and the students who started their internship "without insurance" without informing the Vocational School internship counselors will primarily belong to the business and internship student.

#### **Workplace training**

Article 10. Students are required to do an internship in order to develop their skills to apply the theoretical knowledge they have learned in the Vocational School in the relevant sectors and to gain work experience . Each student must successfully complete the internships that must be done in accordance with the provisions of this internship directive in order to graduate. Students who have not completed their internship despite being successful in all courses are obliged to renew their registration by paying their fees at the beginning of each importance. If the students who come through undergraduate transfer cannot document that they have done the internship in accordance with the directive, they must correct their deficiencies or do an internship again.

## Internship time and duration

Article 11. The internship period is 30 (240 hours) working days in total. It is essential that students who continue their education do their internships in the months coinciding with the semester and summer break. Students who are not required to attend, have extended the semester or have given all of their courses but have not yet completed their internship can start their internship at any time. Therefore, students who cannot complete their internship in the relevant period can complete their internship in the following periods.

## Internship places

Article 12. Students of Vocational School can do their internships at all workplaces at home and abroad recommended by the University Internship and Education Application Board or approved by the Vocational School Internship and Education Application Board. Students who will do internship are under the supervision of instructors determined by the workplace throughout the internship period . The instructors are responsible for the intern students to continue their internship within a plan and to implement the internship plan as required.

## Disciplinary Issues

Article 13. Intern students are obliged to obey the rules of the workplaces where they do their internship regarding working, working conditions and work safety. On the contrary, the internship of the intern who acts or is absent for three consecutive days without permission and without an excuse or 10% of the internship period during the internship period is terminated and notified to the University Internship and Education Application Board through the Vocational School Internship and Education Application Board. In this case, the intern does not have any legal claim rights.

For intern students, the provisions of Nevşehir Hacı Bektaş Veli University and Higher Education Institution Student Discipline Regulations are also valid during the internship. Intern students are personally responsible for the damages they may cause in the workplace where they do their internship.

## Illness and accident situation during the internship

Article 14. The internship of the intern who is sick during the internship or who cannot continue the internship for more than three days due to illness or has an accident is interrupted and the situation is notified to the University Internship and Education Application Board by the workplace. The University Internship and Education Application Board is obliged to inform the family of the student's situation.

The days are added to the internship period as much as the excuse of the student, but this period cannot exceed half of the total time.

## Supervision of intern students

Article 15. Auditor lecturers appointed by the Directorate of Higher School may inspect the

trainee students in the enterprises where they do their internship.

Students' internship place; If it is difficult or impossible to be inspected by the lecturers of that school because it is located away from the relevant vocational school as a geographical location, it is preferred to make use of the lecturers of the closest vocational school to the geographical location where the internship place is located, or the staff of other teaching units and public institutions.

Article 16. The student who completes his internship submits the internship file to the Health Services Vocational School Internship and Education Implementation Board, in addition to a petition, to be examined and evaluated within the first course registration period following the end of the internship. The student who does not submit the internship file for the period of time is deemed not to have done internship.

The Vocational School Internship and Training Application Board evaluates the internship file by taking into account the employer's report from the employer and the report from the auditor lecturer. If necessary, he can interview interested students or have them practice.

Students who fail at the end of the internship period or who have to interrupt their internship or have to do so are given two more rights during their legal education.

#### **FORCE**

Article 17. This directive takes effect from the acceptance of the Senate, starting from the first year as of the 2010-2011 academic year.

#### **EXECUTIVE**

Article 18. The provisions of this Directive are executed by the Director of Vocational School.