

**NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY**  
**AVANOS VOCATIONAL SCHOOL**  
**INTERNSHIP DIRECTIVE**

**GOAL**

Article 1. This directive determines the internship application principles and principles of the students of Nevşehir Hacı Bektaş Veli University Avanos Vocational School.

**SCOPE**

Article 2. This directive covers the subjects related to the internships of the students of Nevşehir Hacı Bektaş Veli University Avanos Vocational School in domestic and international workplaces.

**BASIS**

Article 3. This directive is the "Vocational School in the Vocational and Technical Education Zone" published in the Official Gazette No. 24762 on 22 May 2002. It has been prepared in accordance with the Regulation on Principles and Procedures Regarding Education, Practice and Internships of Students in Workplaces ". In this directive, the provisions of the "Regulation on the Principles and Procedures Regarding the Education, Practice and Internships of Vocational School Students in the Workplaces, annexed to the Vocational and Technical Education Zone", published in the Official Gazette No. 24762 dated May 22, 2002, are valid for the matters that are not specified.

**DEFINITIONS**

Article 4. In this directive following expressions are used:

Vocational School: Avanos Vocational School,

Director: Avanos Vocational School Director,

Vocational and Technical Education Zone (METEB): Nevşehir Vocational and Technical Education Zone

Workplace: The knowledge and experience gained by the students of the Vocational School through internship, the public and private sector institutions and organizations that produce goods and services,

School-Industry Coordinator: Deputy Director of Vocational School, who is responsible for coordinating the internship and education of Vocational School students under the direction of Nevşehir Hacı Bektaş Veli University Internship and Education Application Board ,

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

Auditor Instructor: Assistant director of workshops, laboratories and vocational lecturers who are responsible for determining the working areas in enterprises to be used in vocational education, planning, coordination and monitoring of education, and permanent lecturers of each program

University Internship and Education Application Board: Nevşehir Hacı Bektaş Veli University Internship and Education Application Board,

Internship Directive: Avanos Vocational School Internship Directive ,

Calendar: Internship calendar covering the internship period,

expresses.

## **VOCATIONAL SCHOOL INTERNSHIP AND TRAINING APPLICATION BOARD**

Article 5) Under the presidency of the School-Industry Coordinator selected among the vice principals by the vocational school within the vocational and technical education zone; 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 three meetings 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 TRAINING APPLICATION BOARD**

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

To organize meetings to ensure that the students of the Vocational School receive the necessary preliminary information in accordance with the provisions of this directive,

To organize and make ready the printed documents to be used in the internship on time,

To cooperate with related departments, to distribute students to internship places in a balanced way, to supervise internship studies, to evaluate internship studies, to organize internship-related interviews and applications if deemed necessary

## **FINDING THE INTERNSHIP PLACE**

Article 7. Notified by the public institutions and organizations within METEB and the Chamber of Commerce and Industry to the University Internship and Education Application Board; Intern student quotas, which can be accepted within the relevant year, according to the number of supply and demand , the quotas allocated to the Vocational School for each program are filled by considering the success order of the students . The quota is filled with the same method instead of the student who does not use the allocated quota for any reason .

Students who cannot find an internship place within the framework of the internship quotas allocated to the Vocational School within METEB must find their own workplaces in Turkey or abroad . The student who finds an internship place in this way 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 TO 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 .

Application document showing that the student wants to do an internship, CV showing the courses taken by the student and previous internships . Students apply to the relevant workplace with the official letter they receive from the Vocational School Internship and Education Application Board.

## **BENEFITS TO BE PROVIDED FOR STUDENTS WHO WILL DO INTERNSHIP**

Article 9. Workplaces that will accept intern students ensure that intern students also benefit from the opportunities they provide to their staff . For this purpose, they make the utmost effort to meet the accommodation and nutrition needs of the intern students and to benefit from the social benefits of the institution.

## **INTERNSHIP REQUIREMENT**

Article 10. Students are obliged to do an internship at the Vocational School in order to develop their skills in applying the theoretical knowledge they have learned in the relevant sectors and to gain work experience . In order for every student to graduate , it is obligatory to successfully complete the internships that must be done in accordance with the provisions of this internship directive. 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 semester. If the students who come through undergraduate transfer cannot document that they have done the internship in accordance with the directive, they have to correct their deficiencies or do an internship again.

## **INTERNSHIP TIME and DURATION**

Article 11. The internship period is 30 working days and can be done in two tranches at the end of the first and second year. It is essential that students who continue their education do their internships in the months coinciding with the semester and summer break. Students who do not have 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. Students who cannot do their internship in the relevant period for any reason can also complete their internship in the following periods.

## **INTERNSHIP PLACES**

Article 12. Vocational School Students University Internship and Training Application

They can do their internships in all workplaces in Turkey and abroad, which are recommended by the Board or approved by the Vocational School Internship and Education Application Board. The students who will do the internship are under the supervision of the 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 WORKS**

Article 13. Intern students are obliged to obey the rules of the workplaces where they do their internship regarding 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 Implementation Board through the Vocational High School Internship and Education Implementation 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 the 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 .

## **DISEASE AND ACCIDENT DURING THE INTERNSHIP**

Article 14. The internship of the intern who becomes ill during the internship or 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 Training 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 INTERNSHIP STUDENTS**

Article 15. Auditor lecturers assigned by the Directorate of Higher School may inspect the trainee students in the enterprises where they do their internship. Students' internship place; the relevant vocational schools as geographic location far from the n due to the presence that college's faculty by the audit made it difficult or impossible for the audit to make for an internship base is geographical location rather than at the close lecturers of vocational schools or other academic unit to melt and go the way of benefiting from public bodies elements.

## **EVALUATION OF THE INTERNSHIP AND SUCCESS IN THE INTERNSHIP**

Article 16. The student who completes his internship submits the internship file to the Vocational School Internship and Education Application Board, in addition to a petition, to be examined and evaluated within the first course registration period following the end of the internship at the latest . The student who does not submit the internship file within the time limit is deemed to have not completed the 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 he deems necessary, he can interview students or have them practice. The appropriateness and success of the students' internship is evaluated and submitted to the University Internship and Education Implementation Board for approval by the Vocational School Internship and Education Application Board. S TAJ time at the end to give to the students who have intermediate or training or who fail are given more rights within the period of two legal education.

## **FORCE**

Article 17. This Directive takes effect from the adoption of the Senate starting from the first grade in the 2008-2009 academic year.

## **EXECUTIVE**

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