

NEVSEHIR HACI BEKTAS VELI UNIVERSITY
VOCATIONAL SCHOOL
INTERNSHIP DIRECTIVE

Purpose

Article 1. The purpose of this directive is to reinforce the theoretical knowledge and experiences the students acquire during the period of their education at Nevsehir Haci Bektas Veli University Vocational School; to improve the skills and experiences they acquire through laboratory and workshop practices; to make them recognise their responsibilities, the relations, organisation and production processes, and new technologies in their prospective workplaces.

Scope

Article 2. This directive concerns the activities of and rules for training, practice, and internships that Nevsehir Haci Bektas Veli University Vocational School students are to do in the workplaces abroad and in the country.

Legal Basis

Article 3. This directive has been prepared in pursuance of “By-law on the Rules and Procedures on the Workplace Training, Practice, and Internships of the Students of Vocational Higher Education Schools in Vocational and Technical Education Zones” published in the Official Gazette No. 24762 on May 22, 2002 and the Article no. 23 of Nevsehir Haci Bektas Veli University Associate’s Degree and Bachelor’s Degree Education and Examination By-law published in the Official Gazette No. 26592 on July 24, 2007.

Definitions

Article 4. For the purposes of this directive, the following definitions shall apply:

“**Vocational School**” means Nevsehir Haci Bektas Veli University Vocational School;

“**Director**” means The Director of Nevsehir Haci Bektas Veli University Vocational School;

“**Vocational and Technical Education Zone (VTEZ – orig. Turkish abbreviation is METEB)**” means Nevsehir Vocational and Technical Education Zone;

“**Workplace**” means those public and private sector institutions and organizations which produce goods and services where Vocational School students continue their knowledge and experiences which they acquire during the period of their education;

“**Training Personnel**” means the person who possesses professional competence, is responsible for the students’ education in the workplace, knows and applies the methods and techniques of vocational training, and is capable of instructing in the workshops, laboratories, and vocational subjects at vocational higher education schools;

“**Vocational School Internship and Education Application Board**” means Vocational School Internship and Education Application Board;

“**Supervisory Instructor**” means the vice-director and the tenured faculty members of each programme with a background of instructing in workshops, laboratory, and vocational

subjects who are responsible for determining working areas in the businesses to be used in vocational education, planning, coordinating, and monitoring the education;

“School – Industry Coordinator” means the Vocational School Vice-Director who is responsible for the coordination of the internships and training of Vocational School students in line with the decisions of Nevsehir Haci Bektas Veli University Internship and Education Application Board;

“University Internship and Education Application Board” means Nevsehir Haci Bektas Veli University Internship and Education Application Board;

“Internship Directive” means Vocational School Internship Directive;

“Calendar” means the internship calendar which covers the duration of the internship.

Vocational School Internship and Education Application Board

Article 5. Chaired by the school – industry coordinator determined by the Vocational School in the vocational and technical education zone among vice-directors, it shall consist of Vocational School department heads and programme coordinators.

Vocational School Internship and Education Application Board may form working commissions in the programmes and units in case they feel any requirement. This board shall make at least three meetings in a year and report the evaluation results of each meeting to the University Internship and Education Application Board.

Duties of Vocational School Internship and Education Application Board

Article 6. Duties of Vocational School Internship and Education Application Board shall be as follows:

a) to organize meetings to make the students receive necessary preliminary information in order to ensure that Vocational School students do their internships in line with the provisions of this directive.

b) to organize timely making and preparation of the printed documents to be used in the internship.

c) to cooperate with the related units on providing internship placements to the students.

d) to distribute the students to the internship places evenly.

e) to inspect internships.

f) to evaluate internships.

g) to organize interviews and applications about the internship in case they feel any requirement.

Finding an Internship Place

Article 7. Quotas reserved for Vocational School for each programme according to supply-demand numbers of student internship quotas for the relevant year declared to the University Internship and Education Application Board by the Chamber of Commerce and Industry and public institutions and organizations in VTEZ shall be filled by considering the success order of the students. Any student who does not use the quota reserved for him/her for any reason shall be replaced by using the same method.

Students for whom no internship place can be found among the internship quotas reserved for Vocational School in VTEZ are obliged to find their internship places abroad or in the country on their own. Any student who finds an internship place this way shall apply to the Vocational School Internship and Education Application Board with the relevant documents. These students can start their internships after the approval of Vocational School Internship and Education Application Board. The number and branches of students who are unable to find any internship places for themselves due to the insufficiency of quotas shall be reported to the University Internship and Education Application Board.

Documents requested from intern candidates

Article 8. Students who are to do their internships shall apply to the Vocational School Internship and Education Application Board with the following documents in order to start their internships.

- a) Application document that indicates that the student is willing to do the internship; **at least 5 (five) days in advance,**
- b) The student's curriculum vitae document which indicates the completed courses and previous internships
- c) For the payment of internship candidate Vocational School students' insurance premiums based on Universal Health Insurance Law, Law number 6111, query document, received from Social Security Institution, which indicates whether the student is a dependant
- d) A photocopy of the student's identity card

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

Possibilities offered to intern candidates

Article 9. Businesses that are to employ intern students shall ensure that the interns could benefit the same opportunities offered to their other employees. To this end, they shall make the uttermost efforts on meeting the intern students' accommodation and food needs and making them benefit social opportunities of the enterprise.

During the Vocational School students' internships, their "**Occupational Accidents and Occupational Disease**" insurance premiums and among those who are not dependants, their "**Universal Health Insurance**" premiums shall be paid by our university to the Social Security Institution.

Despite this, civil liability of the students who started the internship without having Social Security Institution make a query about whether they are dependants and the students who started the internship "without the insurance" and without informing the Vocational School internship advisors shall belong primarily to the business they do their internships and the students.

Workplace training

Article 10. It is required that the students do internships oriented to improve their capability to practice theoretical knowledge that they learn at Vocational School and to gain work experience. In order to graduate, every student has to successfully complete their internships that they are required to do in accordance with the provisions of this internship directive. Students who have not completed their internships despite having successfully completed all of their courses are

obliged to pay their tuitions and re-register for the school at the beginning of each semester. In case an undergraduate transfer student fails to substantiate, with document(s), that he/she has completed an internship in accordance with the directive, he/she has to complement the missing parts of the internship or do another internship.

Time and duration of the internship

Article 11. Total duration of an internship is 30 working days (240 hours). The students who are in the course phase shall essentially do their internships in the months of mid-term break and summer break. Students who do not have any obligation to attend classes, students who are at their extra semesters, or students who have successfully completed all of their courses but not completed their internships may start their internships at any date. Students who are unable to do their internships in the relevant semester for any reason may complete their internships in the following semesters.

Internship places

Article 12. Vocational School students can do their internships at any of the businesses abroad and in the country proposed by University Internship and Education Application Board or deemed appropriate by Vocational School Internship and Education Application Board.

Students who are to do their internships shall be under the supervision of a training personnel who is determined by the employer during the time of their internships. The training personnel shall be responsible for the students' continuation of their internships in accordance with a plan and for the implementation of the internship plan accordingly.

Disciplinary issues

Article 13. Intern students are obliged to obey the rules of their internship workplaces for work, working conditions, and work safety. Internship of those who act against these or those who are absent from work for three consecutive days without any permission and any excuse and whose rate of absenteeism from work is 10% of the total internship duration throughout the whole internship period shall be terminated and this shall be reported to University Internship and Education Application Board via Vocational School Internship and Education Application Board. In this case, the intern shall not have any right to claim.

The provisions of Higher Education Institution Student Disciplinary By-law shall be valid for intern students also during the internship period.

Intern students shall be personally responsible for the damages they cause because of their own faults at their internship workplaces.

Sickness or accidents during the internship

Article 14. The internship of the intern who gets sick or who is unable to attend work for more than three days because of sickness during the internship shall be interrupted and the situation shall be reported to University Internship and Education Application Board by the employer. University Internship and Education Application Board is obliged to report the situation of the student to the student's family.

The excused absenteeism duration shall be added to the internship period; however, this duration cannot exceed half of the whole internship period.

Inspection of the interns

Article 15. Supervisory instructors who are to be appointed by the directorship of Vocational School may inspect the intern students at the businesses of their internship.

If it is difficult or impossible for the instructors of the relevant vocational school to inspect the interns due to the fact that internship place is geographically far away from the vocational school, it shall be resorted to benefiting from the faculty members of the closest vocational school to the internship place or the employees of other public institutions and educational units.

Evaluation of the internship and success at the internship

Article 16. The intern student who completes his/her internship shall submit his/her internship file, as attached to a petition, to the Vocational School Internship and Education Application Board to be examined and evaluated no later than the first course registration time following the completion of the internship. Any student who does not submit the internship file on time shall be deemed as not completed the internship.

Vocational School Internship and Education Application Board shall evaluate the internship file by considering employer report received from the employer and the report received from the supervisory instructor. In case the Board feel any requirement, they may interview the relevant students or make them do an application.

Students who have failed the internship or who have discontinued or have had to discontinue their internships shall be allowed two more attempts within their legal period of study.

Repealed directive

Article 17. The internship directive of Nevşehir Hacı Bektaş Veli University Vocational School Departments which were accepted with the Senate decision of number 2007.004.017 of August 16, 2007 has been repealed.

Entry into force

Article 18. This directive shall enter into force on the date of its approval by Nevşehir Hacı Bektaş Veli University Senate.

Enforcement

Article 19. Nevşehir Hacı Bektaş Veli University Vocational School Director shall enforce the provisions of this directive.

Adaptation

Interim Article 1. Provisions of the Internship Directive accepted by Erciyes University Senate decision of number 2001.017.050 of December 21, 2001 shall apply to the students who registered to Vocational School, which has been assigned as a unit of Nevşehir Hacı Bektaş Veli University by changing its title and linkage while it was a unit of Erciyes University, before 2002-2003 academic year.