

TR
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
VOCATIONAL SCHOOLS
INTERNSHIP DIRECTIVE

Purpose

ARTICLE 1- (1) The purpose of this directive is to enable the students of Nevşehir Hacı Bektaş Veli University Vocational Schools to gain a work experience to reinforce their theoretical knowledge and professional competencies in order to contribute to the development of employment opportunities after graduation. In addition, it is to regulate the procedures and principles regarding their internship which aims to familiarize them with their responsibilities in public institutions and private sector workplaces, understand subordinate and superior, worker-employer relations, recognize organization, production and occupational safety systems.

Scope

ARTICLE 2- (1) This Directive covers the regulations regarding the internships of the students of Nevşehir Hacı Bektaş Veli University Vocational Schools in domestic and foreign workplaces.

Basis

ARTICLE 3- (1) This Directive is based on the 23rd additional article of the Higher Education Law dated 06.11.1981 and numbered 2547, the Framework Regulation on Applied Education in Higher Education published in the Official Gazette dated 17.06.2021 and numbered 31514, and the 14th article of the Nevşehir Hacı Bektaş Veli University Associate and Undergraduate Education Regulations.

Definitions

ARTICLE 4- In this Directive following terms are used:

- a) Department: Education-training, scientific research and application unit of faculties and colleges consisting of departments that complement each other or are close to each other and that constitute a whole in terms of purpose, scope and quality.
- b) Enterprise: Public and private institutions, organizations and institutions that produce goods and services, where the students of the relevant Vocational School carry out their internship activities.
- c) Enterprise Evaluation Form: A form containing information about the internship process, observations and evaluations of the company regarding the internship activities of the students filled in for each student by the company.
- ç) Vocational School: Relevant Vocational School,
- d) Director: Relevant Vocational School' Director
- e) Program: A diploma program that continues its activities within the academic units of higher education institutions in line with an achievement-oriented education and training plan in the field of learning and profession related to science and art, with certain registration conditions and duration, and which gives its graduates a title and higher education degree.
- f) Rector: Rector of Nevşehir Hacı Bektaş Veli University

g) Lecturer in charge: Teaching staff assigned for each program within the relevant Vocational School and responsible for the planning, coordination, execution and follow-up of the internship activities of the students, who had a weekly applied course load of 2 (two) hours during the course period he coordinates the internship activity.

ğ) Internship: In addition to the theoretical and practical courses given at the relevant Vocational School and determined specifically for the program, students' training in enterprises in order to develop 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 a real production and service environment.

h) Intern: The registered student of the relevant Vocational School responsible for internship

ı) Applied Trainings Commission: The commission established within the relevant Vocational School, which determines the general principles regarding the internship activities of the students and is responsible for deciding the internship success status of the students by ensuring that the activity is carried out within the framework of the relevant legislation.

ı) Department Applied Trainings Commission: The sub-commission that checks the internship pre-evaluation list submitted to it by the Program Internship Coordinators and sends it to the Vocational School Applied Trainings Commission for evaluation including its decision.

Mandate and Authority of the Director

ARTICLE 5- (1) The mandate and authorities of the Director are as follows:

- a) Coordinating the planning and implementation of internship activities in their units,
- b) Within the scope of vocational training and internship, to ensure that the work and transactions of the students to be insured pursuant to Article 5 of the Social Insurance and General Health Insurance Law dated 31.5.2006 and numbered 5510 are carried out without interruption,
- c) If authorized by the Rector; to sign the contracts established between the higher education unit and the relevant enterprise within the scope of applied training, or to present these contracts to the Rector for signing.

Applied Training Commission

ARTICLE 6- (1) It consists of the college secretary, department heads and responsible academic staff of the program under the chairmanship of the principal or a deputy principal to be appointed by him. The Commission meets every year ordinarily in April or extraordinarily at any time at the direction of the Director to determine the principles of internship activity for that year.

Duties of applied training commission

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

- a) To evaluate the internships held in the previous year in general, to identify the missing and faulty issues, to determine the basic principles that the students will comply with in the current period, and to make the necessary plans,
- b) To allocate annual quotas for intern students from the relevant enterprises in line with the partnership protocols, if any, signed by the Vocational School and to distribute these quotas according to the academic success of the students,
- c) To examine the internship success preliminary evaluation list determined by the Applied

Training Commission of the relevant Department and to decide on the final internship success status by evaluating the objections of the students whose internship is deemed unsuccessful,

ç) To take the necessary measures and decisions regarding the operation of the internship and the problems and disruptions reported to it.

Duties of The Responsible Lecturer

ARTICLE 8- (1) The duties of the Responsible Lecturer are as follows:

a) Informing and guiding the program students about internship in line with the decisions of the Nevşehir Hacı Bektaş Veli University Senate and the Applied Training Commission and the internship directive,

b) Determining and approving the enterprises where the students will do their internship, the eligibility status in terms of the purpose and the points specified in subparagraph (a),

c) To follow the activities of the students at the internship place during the internship, to keep in constant communication with the student and the internship place, to provide the solution of the problems identified or notified to him or to report the situation to the relevant college directorate,

ç) Examining and evaluating the internship files sent to him by the students at the end of the internship and the internship evaluation forms delivered to him by the employer, and determining the student's pre-internship success status,

d) To send the list containing the internship pre-success statuses to the Department Head and to record the final evaluation results determined by the Applied Training Commission into the student grading system,

d) To closely monitor the sectoral developments related to the program and to make a proposal to the relevant Department Head for the development of training programs in line with the needs and demands of the sector.

Internship Application Time and Duration

ARTICLE 9- (1) Internship applications are made between the dates specified within the decisions taken by the Applied Training Commission every year and approved by the relevant college administrative board and announced to the students.

(2) It is essential that students who continue their education do their internship during the summer holidays of the relevant education period. However, students who do not have an attendance requirement, have extended a semester or have not completed their internship yet despite being successful in all courses can start their internship at any time, provided that they inform the relevant Lecturer at least 15 (fifteen) days in advance and are approved by this Lecturer.

(3) The duration of the internship is determined by the relevant Applied Training Commission, provided that it is not less than 20 (twenty) working days. Students who cannot start or complete their internship for any reason during the approved internship periods can start or complete their internships in the following periods with the approval of the relevant Lecturer.

Finding an internship

ARTICLE 10- (1) Vocational School is not obliged to find internship places for students. If there are partnership protocols that the Vocational School has signed with enterprises, the quotas set for each program are distributed according to the success order of the students. A new student is determined by the same method instead of the student who does not use the quota allocated to him for any reason.

(2) Students who are not allocated an internship place within the specified quotas will find their own workplaces in the country or abroad where they will do their internship. Students who will start their internship are responsible for preparing the documents specified in the directive and delivering them to the Lecturer in charge of the methods to be announced by the Vocational School Directorate. Students can start their internship if the relevant Lecturer approves the workplace where the internship will be held and the documents they receive. Unapproved internships are not considered valid even if they are actually done.

Key features to look for in internship places

ARTICLE 11- (1) The basic features that Vocational School students should have in workplaces other than public institutions operating in the relevant field are as follows:

- a) To be active in the sector related to the internship for at least 2 (two) years,
- b) To have fixed contact information and corporate e-mail address.

(2) Each Vocational School may determine different criteria regarding the basic characteristics of the internship places, in line with the decision to be taken by the Applied Training Commission within its body.

Documents required from intern students

ARTICLE 12- (1) The documents required from the students who will do the internship are as follows:

a) Internship Application Petition: It is the document that the student must sign at the workplace where he intends to do internship.

b) Internship Obligation Document: It is an informative document stating that the student has to do an internship in order to graduate and is delivered by the student to the workplace where the internship will take place.

c) Internship Acceptance Form: It is the document stating that the student has been accepted for internship by the workplace.

ç) Workplace Acceptance and Internship Agreement: It is the document filled by the students stating that they will receive wages during the internship by agreeing with the workplace where they will do the internship. Students in this situation are required to submit the contracts they have signed at the workplaces where they will do their internship to the Vocational School Directorate. If this document is not prepared and/or not delivered to the Vocational School Directorate, the student is deemed to have accepted that he/she will not charge any fees for his/her work during the internship.

d) Entitlement Inquiry Form: It is the document that will be obtained from the Social Security Institution (by hand or via e-government) and stating whether the student who will do the internship is in the position of "dependent person".

e) Declaration of Employment: It is the document that the student will receive from the

Vocational School Directorate and submit to the workplace where he/she will do the internship.

(2) Students have to prepare the above-mentioned documents as determined and announced by the Vocational School Directorate at the latest 15 (fifteen) days before the start of the internship (excluding the Declaration of Employment), and deliver them to the relevant Lecturer.

Services provided to students who will do internship

ARTICLE 13- (1) Work accident and occupational disease insurance is provided by the Vocational School to the students who do internship, pursuant to subparagraph (b) of Article 5 of the Social Security and General Health Insurance Law No. 5510. In addition, general health insurance premiums are paid for students who are not dependents. Both insurance premiums are paid to the Social Security Institution by the Vocational School in accordance with paragraph (e) of Article 87 of the same law.

(2) The legal responsibility for the students who start their internship without obtaining a document from the Social Security Institution regarding whether they are a dependent or not and/or without having the relevant insurances belong to the workplace where they do the internship and the student who does the internship.

Disciplinary Affairs

ARTICLE 14- (1) Intern students are obliged to comply with the working conditions of the workplaces where they do their internship, workplace regulations, rules and measures regarding occupational health and safety. Internships of students who are notified by the workplace authority that they do not comply with this requirement and/or are absent for 3 (three) consecutive days without permission and without excuse or 10% of the total internship period during the internship period, are deemed not to have been completed regardless of the days they have completed.

(2) Intern students are personally responsible for the damages they may cause through their own faults in the workplace where they do their internship.

(3) For intern students, the relevant provisions of the Student Discipline Regulations of Nevşehir Hacı Bektaş Veli University and the Council of Higher Education are also valid during the internship.

Sickness and accident status during internship

ARTICLE 15- (1) The internship of a student who falls ill or has an accident during his internship and is not able to continue his internship due to these reasons, is extended by the number of days in the sick report he has received.

Supervision of intern students

ARTICLE 16- (1) If deemed necessary, the principal may assign 1 (one) Lecturer to check the students' compliance with the internship principles at the workplaces where they do internship.

Evaluation of internship and success in internship

ARTICLE 17- (1) The student who has completed the internship period has to submit the Enterprise Evaluation Form and the Internship File to the relevant Lecturer for review and evaluation within 15 (fifteen) days at the latest from the end of the internship. Otherwise, the student's internship will be deemed invalid.

(2) The Lecturer in Charge examines the internship book records and the evaluation report

submitted by the employer within 10 (ten) days at the latest.

He evaluates the internship in terms of purpose, scope and duration, taking into account the academic decisions, directives and regulations, and submits the evaluation report to the relevant department chair. Chairs of departments examine the reports at the Department's Applied Training Commission, which will convene within 5 (five) days from the receipt of all reports, and send the lists of students they have determined as successful or unsuccessful with the decision of the commission to the School Directorate for discussion at the Applied Training Committee. The internship evaluation results determined by the Decision of the Applied Training Commission of the Department are announced on the web page of the Vocational School as "Internship Preliminary Evaluation Results".

(3) The Applied Training Committee meets within 5 (five) days from the expiry of the objection period, on the day and time to be determined by the director and evaluates the decisions of the Department Applied Training Committee and, if any, the student objections made within the deadline and determines the final results regarding the internship success of the students. It is sent to the relevant Department Head by the Lecturer in charge to be recorded in the student grading system. The results are also announced on the web page of the Vocational School as "Final Internship Evaluation Results".

(3) Students whose internships are deemed unsuccessful or invalid as a result of the evaluation are given one more right, provided that they remain within the legal education period.

Objection to the evaluation result

ARTICLE 18- (1) Interns can object to the internship preliminary evaluation result made by the Applied Trainings Commission, in person or by mail, within 7 (seven) days from the date the result is announced. The student, who will object, submits the legal grounds of objection and the evidence, if any, to the Vocational School Directorate in the annex of the petition. The objection is evaluated by the Applied Training Commission and the result is published in the final internship evaluation results.

Exception

ARTICLE 19- (1) In the event that a program affiliated with the Vocational Schools of Nevşehir Hacı Bektaş Veli University decides to carry out the internship procedures jointly with any enterprise and a protocol is signed with the Rectorate of Nevşehir Hacı Bektaş Veli University, in case of a conflict between the protocol items and the items in the Vocational Schools Internship Directive the provisions of the relevant protocol shall be valid.

Repealed directive

ARTICLE 20- (1) The internship directives regarding Vocational Schools, which were implemented before this Directive came into force, were repealed.

Force

ARTICLE 21- (1) This Directive enters into force from the date it is accepted by the Nevşehir Hacı Bektaş Veli University Senate.

Executive

ARTICLE 22- (1) The provisions of this Directive are executed by the Director of the relevant Vocational School.

(2) In addition to fully implementing the provisions of this directive, Vocational Schools may make additional arrangements with the decision to be taken by the Applied Training Commission and approved by the School Administrative Board due to the special academic conditions of their departments and programs.

Senate Decision Accepting the Directive
DATE: 19.08.2021 Number: 2021.26.153.

The Lecturer in Charge examines the internship book records and the evaluation report submitted by the employer within 10 (ten) days at the latest. Internship; It evaluates and prepares the evaluation report, taking into account the academic decisions, directives and regulations in terms of purpose, scope and time, and reports it to the relevant department chair. Heads of departments examine the reports in the Department Applied Educations Commission, which they will gather within 5 (five) days from the receipt of all reports, and send the lists of students they have determined as successful or unsuccessful with the decision of the commission to the School Directorate to be discussed in the Applied Education Commission. The internship evaluation results determined by the Decision of the Applied Training Commission of the Department are announced on the web page of the Vocational School as "Internship Preliminary Evaluation Results". is done.

The Applied Education Committee meets within 5 (five) days from the expiry of the objection period, on the day and time to be determined by the principal, and evaluates the decisions of the Department Applied Education Committee and, if any, the student objections made within the deadline, and determines the final results regarding the internship success of the students. It is sent to the relevant Department Head by the Lecturer in charge to be recorded in the student grading system. The results are also announced on the web page of the Vocational School as "Final Evaluation Results of Internship". is done.

(3) Students whose internships are deemed unsuccessful or invalid as a result of the evaluation are given one more right, provided that they remain within the legal education period.

Objection to the evaluation result

MATTER 18- (one) Intern, Section Applied Trainings of the Commission made is to the result of the internship preliminary evaluation, within 7 (seven) days from the announcement of the result, personally or in person. in mail by will give petition with objection can. Objection will student, legal grounds of objection and if any their evidence petition in the annex Job college to the directorate delivery it does. The objection is evaluated by the Applied Training Commission and the result is included in the final evaluation results of the internship. is published.

Exceptional

ARTICLE 19- (1) In the event that a program affiliated with the Vocational Schools of Nevşehir Hacı Bektaş Veli University decides to carry out the internship procedures jointly with any business and a protocol is signed with the Nevşehir Hacı Bektaş Veli University Rectorate, the articles to be implemented as per the protocol are included in the Vocational Schools Internship Directive. area materials between discord promise subject when relating to protocol provisions is considered valid.

Repealed directive

MATTER 20- (one) It Instruction into effect without entering before applied Job Internship guidelines related to colleges are repealed. has been removed.

Force

ARTICLE 21- (1) This Directive enters into force from the date it is accepted by the Nevşehir Hacı Bektaş Veli University Senate.

Executive

ARTICLE 22- (1) The provisions of this Directive are executed by the Director of the

relevant Vocational School.

(2) Vocational Schools, in addition to fully implementing the provisions of this directive, found your departments/programs special academic statuses because of Additional regulations with the decision to be taken by the Applied Training Commission and approved by the School Administrative Board. can do.

Senate Decision Accepting the Directive;	
DATE	number
19.08.2021	2021.26,153.