

## NEVSEHIR UNIVERSITY

### ÜRGÜP SEBAHAT AND EROL TOKSÖZ VOCATIONAL SCHOOL

#### INTERNSHIP INSTRUCTIONS

##### **PURPOSE**

Article 1. The purpose of this directive is to reinforce the Nevşehir University Ürgüp Sebahat and Erol Toksöz Vocational School students' theoretical knowledge and experience gained during their education, to improve their skills and experiences in laboratory and workshop practices, to enable them to recognize their responsibilities, relationships, organization and production process and new technologies in their workplaces.

##### **SCOPE**

Article 2. This directive covers the practices and principles of Nevşehir University Ürgüp Sebahat and Erol Toksöz Vocational School students' education, practice and internships to be performed in domestic public institutions and organizations, private institutions and abroad.

##### **BASIS**

Article 3 This directive was published in the "Regulation on the Principles and Procedures Regarding the Education, Practice and Internships of Vocational School Students in the Vocational and Technical Education Zone in the Workplaces" published in the Official Gazette dated 22 May 2002 and numbered 24762, and in the Official Gazette No. It has been prepared in accordance with Article 23 of the Nevşehir University Associate Degree and Undergraduate Education and Examination Regulation. The provisions of the Nevşehir University Associate and Undergraduate Education Regulation are applied for matters not included in this directive.

##### **DEFINITIONS**

Article 4. In this directive following expressions are used:

Vocational School: Nevşehir Ürgüp Sebahat and Erol Toksöz Vocational School,

Director: Nevşehir Ürgüp Sebahat and Erol Toksöz Vocational School Director,

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

Workplace: The public and the public and service providers who are able to practice in accordance with the requirements of the program in which the student is studying and the education expected from that program, which are suitable and sufficient in terms of physical and qualitative capacity, reinforce the knowledge and experience of vocational high school intern students through internship, private sector institutions and organizations,

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 workshops, laboratories, vocational courses in vocational schools

Vocational School Internship and Education Application Board: Ürgüp Sebahat and Erol Toksöz 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,

School-Industry Coordinator: Ürgüp Sebahat and Erol Toksöz Vocational School Deputy Directors, who are responsible for coordinating the internship and training of Ürgüp Sebahat and Erol Toksöz Vocational School students in line with the decisions of the Nevşehir University Internship and Training Application Board,

University Internship and Education Application Board: Nevşehir University Internship and Education Application Board,

Internship Directive: Ürgüp Sebahat ve Erol Toksöz Vocational School Internship Directive, Calendar: Internship calendar covering the internship period,

## **VOCATIONAL SCHOOL INTERNSHIP AND EDUCATION 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.

Ürgüp Sebahat and Erol Toksöz Vocational School Internship and Education Application Board can establish work commissions in 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 EDUCATION PRACTICE BOARD**

Article 6. The duties of Ürgüp Sebahat and Erol Toksöz Vocational School Internship and Education Application Board are as follows:

To organize meetings to ensure that the college students receive the necessary preliminary information in order to ensure that they do internship in line with the provisions of this directive,

Organizing the printed documents to be used in the internship to be prepared and ready on time,

Cooperating with the relevant units in providing internship places for students,

To distribute the students to the internship places in a balanced way

To supervise internship studies

To evaluate internship studies,

To organize interviews and applications related to the internship 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; The quotas allocated to Ürgüp Sebahat and Erol Toksöz Vocational School for each program according to the number of supply and demand for the internship student quotas that they can accept in the relevant year 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.

Within METEB, students who cannot find an internship place within the framework of the internship quotas allocated to Ürgüp Sebahat and Erol Toksöz Vocational School must find their own workplaces in Turkey or abroad. The student who finds an internship place in this way applies to Ürgüp Sebahat and Erol Toksöz Vocational School Internship and Training Application Board with the relevant documents. After the approval of Ürgüp Sebahat and Erol Toksöz Vocational School Internship and Education Application Board, they can start their internship. 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 internship students to start their internship, they must apply to Ürgüp Sebahat and Erol Toksöz Vocational School Internship and Education Application Board with the following documents.

a) The student must submit the application document indicating that he / she wants to do internship to the relevant advisor lecturer at least 5 (five) days in advance .

b) The curriculum vitae of the student showing the courses taken and previous internships.

## **FACILITIES FOR STUDENTS WHO WILL DO INTERNSHIP**

Article 9. Enterprises that will accept intern students ensure that intern students also benefit from the opportunities provided to their own staff. 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.

5510 Social Security and General Health Insurance Law of the 5th amendment to the 3308 numbered Vocational Education Law and Article (Amended: 17/4 / 2008-5754 / 51 art.) In accordance with the "high they study for students undergoing training at higher education education institution is obliged to pay premium. " It is called.

Again, by amending Article 24 of Law No. 6111 and Article 5 of Law No. 5510, which was published in the Repeated Official Gazette No. 27857 dated February 25, 2011, subparagraph (b) of the first paragraph of Article 5 of Law No. Work accident and occupational disease insurance is applied. Those listed in this paragraph shall be deemed to be insured under item (a) of the first paragraph of Article 4 and general health insurance provisions shall also be applied to those who are not dependent on them. " provision has been made.

For this reason, the "Occupational Accidents and Occupational Disease" insurance premium during the internship of Ürgüp Sebahat and Erol Toksöz Vocational School students and the "General Health Insurance" premium for the students who are not dependent on them are also paid to the Social Security Institution by our University. Therefore, there is no financial burden on both the internship student and the workplace. Nevertheless, the responsibility of the students who started their "Uninsured" internship without informing the internship counselors of Ürgüp Sebahat and Erol Toksöz Vocational School will primarily be the responsibility of the business and students that they do internship.

## **INTERNSHIP REQUIREMENT**

Article 10. Students are required to do an internship at Ürgüp Sebahat and Erol Toksöz Vocational School to develop their skills in applying the theoretical knowledge they have learned in the relevant sectors and to gain work experience. Every 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 semester. If the students who come through undergraduate transfer cannot

document that they have done the internship in accordance with the directive, they are required to 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 have no attendance requirement, 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. Ürgüp Sebahat and Erol Toksöz Vocational School students can do their internships at all workplaces in Turkey and abroad, either recommended by the University Internship and Education Practice Board or approved by the Ürgüp Sebahat and Erol Toksöz Vocational School Internship and Training Application Board.

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 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 or 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 Ürgüp Sebahat and Erol Toksöz 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 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.

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

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

Article 15. Auditor lecturers to be assigned by the Directorate of Higher School may inspect the intern students in the enterprises where they are intern.

Students' internship place; If it is difficult or impossible to be inspected by the faculty members of that school due to the geographical location of the relevant vocational school, it is preferred to make use of the academic staff of the vocational school closest to the geographical location where the internship place is located, or the staff of other teaching units and public institutions.

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

Article 16. Ürgüp Sebahat and Erol Toksöz Vocational School Internship and Education 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 related students or have them practice.

The student who completes his internship submits the internship file to the Ürgüp Sebahat and Erol Toksöz 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 not to have done internship.

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 on the date of its approval by the Nevşehir University Senate. This directive is valid for students who enrolled in the 2011-2012 academic year and those who enrolled in the 2010-2011 and previous academic terms but have not yet completed their internship.

**EXECUTIVE**

Article 18. The provisions of this Directive are executed by the Director of Nevşehir University Ürgüp Sebahat and Erol Toksöz Vocational School.