

**NEVSEHIR HACI BEKTAS VELI UNIVERSITY**  
**FACULTY OF ENGINEERING AND ARCHITECTURE**  
**DIRECTIVE FOR APPLIED ENGINEERING EDUCATION PROGRAM**

**Purpose and Scope**

**Article 1**

**Purpose and Scope**

**ARTICLE 1- (1)** The aim of the Applied Engineering Education Program is to ensure that Nevşehir Hacı Bektaş Veli University Faculty of Engineering and Architecture students get to know the sectoral studies closely related to the engineering program they have studied, reinforce the theoretical knowledge they have acquired during their education, and the skills they have gained in laboratory studies and also to enable them to get to know and gain experience in workplace organizations, production processes, new technologies in the sector. Thus, it will be possible to develop qualified human resources by creating a "Cooperative Education Model" between the Public, University and Industry.

**Basis**

**Article 2 -**

This Directive has been prepared on the basis of the Higher Education Law No. 2547, Vocational Education Law No. 3308 and the Social Insurance and Primary Health Law No. 5510.

**Definitions and Abbreviations**

**Article 3 -** In this Directive;

- a) University: Refers to Nevşehir Hacı Bektaş Veli University.
- b) Coordinator: Refers to the Coordinator of the Applied Engineering Education Program.
- c) Coordinator: Refers to the Applied Engineering Education Program Coordinator.
- ç) Advisor: Refers to the Applied Engineering Education Program Consultants.
- d) Dean: Refers to the Dean of the Faculty of Engineering and Architecture of Nevşehir Hacı Bektaş Veli University.
- e) Faculty: Refers to Nevşehir Hacı Bektaş Veli University Faculty of Engineering and Architecture.
- f) Workplace: Refers to public or private sector companies / organizations where students are assigned to do practical training.
- g) Workplace Authority: refers to the person determined by the public or private sector companies / organizations where Applied Engineering Training will be conducted as responsible for the students who will receive Applied Engineering Education
- ğ) Applied Engineering Education Protocol: It refers to the document that explains the quotas and conditions related to the Applied Engineering Education Program and signed by the workplace officer and the Dean.

**h) Contract:** It refers to the document signed by the student, the program coordinator and the institution supervisor, which regulates the relations between the student and the workplace regarding the Applied Engineering Education Program.

**i) Program:** Refers to the Applied Engineering Education Program.

### **Management of Applied Engineering Education Program**

**Article 4 - Program;** It is finalized with the recommendation of the Faculty Board of the Faculty of Engineering and Architecture and the approval of the University Senate. The program is carried out with the relevant deputy dean and the department program advisors.

### **Duties of the Coordinator**

**Article 5 -** The duties of the coordinator are as follows:

a) To provide students with the experience of applying the theoretical knowledge learned at the university by enabling students of the Faculty of Engineering and Architecture to work in the workplaces related to their fields

b) To raise awareness of the students of the Faculty of Engineering and Architecture and their workplaces about career development and human resources management

c) To ensure that students develop their current talents at the highest level by using different activities,

ç) To guide students to work in accordance with their abilities and professions, to improve their job search skills,

d) To monitor students' success and failure in business life,

e) To determine the educational deficiencies faced by students in the business environment by contacting them and their employers and to make suggestions to the university administration to correct them,

f) To ensure that the trained workforce needs of the workplaces meet the job demands of graduates,

g) To transfer the problems faced by workplaces to the university through students and thus to find solutions to these problems and to ensure that the public-university-industry to improve cooperation.

### **Powers and Responsibilities of the Coordinatorship**

**Article 6 -** The Coordinatorship conducts the following activities in order to achieve the goals of Applied Engineering Education and career development:

**a.** It collects students' professional experience and information to be used in career development activities, creates the candidate student lists

**b.** It collects the information of the workplaces / institutions that the students will practice and creates the list of application places for each semester.

**c.** Works to provide a workplace or institution that is suitable for Professional Experience.

**d.** Decides whether the workplaces determined by the students with their own means are suitable for the program.

**e.** Conducts promotional meetings with workplaces to ensure voluntary participation in the program.

- f.** It provides a meeting environment between students and workplace officials, and ensures that students are settled in their workplaces.
- g.** It conducts monitoring visits to students and workplaces participating in the program together with consultants. It determines the difficulties encountered in applications by meeting with company / organization officials and students and prepares suggestions for solving them.
- h.** Organizes training activities on the conditions of working life, career development and management.
- i.** In order for the program to be successful, it organizes meetings with the participation of sector representatives.
- j.** Carries out the necessary activities for the preparation and implementation of internal and external legislation in order for the program implementation to be successful.
- k.** The coordinator implements the decisions taken by the Faculty Board of Directors and the work program prepared.
- l.** Provides all kinds of communication and coordination necessary for the successful execution of the program and career development activities.
- m.** It prepares an annual report and submits it to the Faculty Board of Directors.

### **Program Advisors**

**Article 7-** For undergraduate students participating in the program, the student's undergraduate advisor is proposed to the dean's office by the relevant department as the program advisor. In case of need, a consultant can be appointed with the decision of the relevant department board and the consultant is assigned with the approval of the Faculty Board of Directors. Program advisors work in cooperation with the Coordinator and provide consultancy on the common education practices and problems of the students. Consultants are primarily responsible for workplace visits. Course fee is paid to the advisors by taking the course load of the relevant course into consideration.

### **Application and Admission Requirements**

#### **Article 8 -**

- a)** Companies / organizations that have signed the Applied Engineering Education Protocol notify their quota requests to the coordinator. In case of high demand for the program, upper quota limitation may be applied with the opinion of the head of the department and the decision of the faculty administrative board.
- b)** The Program Coordinator announces the finalized quotas at the beginning of each semester.
- c)** The student applies to the announced program within the first 4 weeks of the 7th semester of the major undergraduate program, with the application form and transcript, to the head of the department where he / she is studying. The program is applied in the 4th grade and the 8th semester.
- d)** In order for students to apply to the program, they must take at least 2.00 or equivalent GPA at the time of application (at the end of the 6th semester), take all the courses (compulsory and elective) of the first 6 semesters and be successful in these courses. Application grade point average can be increased with the decision of the Academic Committee of the relevant department.
- e)** The selection of the applicant candidates is carried out by a commission consisting of the head of the relevant department, vice presidents of the department and the department program advisor.

f) Students selected by the commission according to the quotas are accepted to the program by the decision of the Faculty Board of Directors.

g) Students participating in this program cannot take any courses at any university, including their own university; Courses taken without permission are not counted towards the student's schedule.

h) Program; It is applied in the major program for minor and double major students.

i) No additional student contribution fee is charged from students for the program.

## **Program Execution**

### **Article 9 -**

a) Program; In the departments of the Faculty of Engineering and Architecture that have an "Applied Engineering Education Course" in their Education Plan, 4th grade is offered as an option to the major program in the 8th semester and it is carried out in parallel with the major program without interrupting education. The transcripts of the students who choose the program and successfully complete the "Applied Engineering Education Course" for 30 ECTS, which replace the 8th semester courses.

b) In the periods when quotas are not requested by the professional organizations for the program, all students take the courses in the normal curriculum and the program is not implemented in that term.

c) Students who successfully complete the program are exempted from the compulsory internships in the major programs or the internships that are missing.

d) Students who are unable to enroll in the program and complete or fail, take all the courses they did not take in the 8th semester of the 4th grade, like other students in the following year. From this program they cannot benefit again.

## **Success**

### **Article 10 -**

a) The student selected for the program can leave the program voluntarily. Students who leave the program can register for the courses in the major program within the excused course registration period in the academic calendar of Nevşehir Hacı Bektaş Veli University and transfer to the normal program. Apart from this period, the program cannot be abandoned, students who give up are considered unsuccessful.

b) Students who are on leave from the major program are also considered on leave from this program.

c) There is an 80% attendance requirement in the program. Students who cannot fulfill this requirement are deemed unsuccessful with the decision of the Faculty of Engineering and Architecture Board of Directors.

ç) 80% of the program grade is given by the workplace authority and 20% by the department program advisor.

d) The provisions of the Nevşehir Hacı Bektaş Veli University Associate and Undergraduate Education and Training Regulation are taken into consideration for the achievement grade and equivalence for the "Applied Engineering Education" course taken within the scope of the program.

## **Documents to be Required from the Student**

### **Article 11 -**

The student accepted to the program; It delivers the following to the company / organization to which it will apply in a closed envelope:

- a) The letter of acceptance to the program given by the Coordinator,
- b) Copy of identity card,
- c) 3 photographs,
- ç) Copy of the contract made with the companies / organizations,
- d) Applied Engineering Education Program evaluation documents

## **Opportunities for Students**

### **Article 12 -**

The following opportunities are provided to the students of the companies / organizations, who will participate in the program:

- a) It is expected that the minimum wage will be paid. On behalf of organizations that cannot pay fees, different rates can be paid based on the protocol to be made with İş-Kur.
- b) Students are expected to benefit from transportation and other services provided to employees, with or without pay. However, students cannot benefit from aids based on a legal right or collective agreement.
- c) Nevsehir Haci Bektas Veli University; In accordance with the law numbered 5510, it insures students against Work Accidents and Occupational Diseases and pays their premiums.
- d) No fee is paid by the university to students accepted to the program during the program. Nevsehir Haci Bektas Veli University is not a party regarding whether the students are paid by the workplaces. But; Within the scope of the Vocational Education Law numbered 3308, payments can be made if the workplaces' own legislation allows.

## **Disciplinary Affairs**

**Article 13 -** In the disciplinary affairs of the students participating in the program; The provisions of the Higher Education Institutions Student Discipline Regulations are valid. But; Students must also comply with the provisions of the regulations regarding the discipline, occupational health and safety. If the student does not come to work more than 20% of the working days without permission or excuse or does not comply with the working hours of the workplace, the program process is immediately terminated and the situation is reported to the Coordinator in a letter by the companies / organizations.

## **Responsibilities of Companies / Organizations**

**Article 14 -** Students work under the supervision of the head of the institution assigned by the workplace during the program. Chief:

- a) Monitors the student to be busy with the work in the workplace
- b) Monitors the activities in line with the objectives of the program.
- c) Monitor the student's work in accordance with discipline and occupational safety

**d)** Monitors the student's behavior, his ability to observe the functioning mechanism of the workplace, his participation in studies, his performance, and his contribution to production and other services.

**e)** He writes his opinions in the evaluation report and sends them to the coordinator in a sealed envelope.

### **Illness and Accident Situations**

**Article 15** - For a student who becomes ill during the program and whose illness lasts more than seven days or has an accident; Name, surname, the nature of the disease and the accident are notified to the relevant official authorities by the companies / organizations. In these cases, SGK terms and practices are valid. The faculty board of directors makes the decision regarding the period not to attend the program.

### **Program Report**

**Article 16** - Students choose a topic related to their field with the recommendation and approval of the department program advisor and the company / institution supervisor. He researches this issue throughout his study period, makes a report, gets it approved and presents his report orally before the faculty members on a date determined by the department.

**Article 17** - This directive takes effect on the date approved by the Senate.

### **Executive**

**Article 18** - The provisions of this Directive are executed by the Dean of the Faculty of Engineering and Architecture at Nevsehir Haci Bektas Veli University.

### **Temporary Article - 1**

The application date for the program is determined by the Academic Boards of the Departments so that senior students can also benefit from it in the 2016-2017 Academic Year.