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**T.R.**  
**NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY**  
**FACULTY OF ENGINEERING AND ARCHITECTURE**  
**DIRECTIVE *for* APPLIED ENGINEERING EDUCATION**

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**FIRST PART**  
**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1- (1)** The aim of the Applied Engineering Education Directive is to enable the students of Nevşehir Hacı Bektaş Veli University Faculty of Engineering and Architecture to closely familiarize themselves with the sectoral studies related to the engineering program they have studied, to reinforce the theoretical knowledge they have acquired during their education, to develop the skills they have gained in laboratory studies, enable them to know their organizations, production processes, new technologies in the sector and gain experience; to determine the principles and procedures for the development of qualified human resources by creating a "Collaborative Education Model" between the public, university and industry.

**Scope**

**ARTICLE 2- (1)** This directive aims to enable Nevşehir Hacı Bektaş Veli University Faculty of Engineering and Architecture students to get to know the engineering program they have studied and work in domestic or foreign public and private sector institutions and businesses, and to reinforce the theoretical knowledge they have acquired during their education period. It covers the regulations that will enable them to develop the skills they have gained in laboratory studies, to get to know business organizations, production processes, new technologies in the sector and to gain experience.

**Basis**

**ARTICLE 3- (1)** This directive has been prepared on the basis of the Framework Regulation on Applied Education in Higher Education published in the Official Gazette dated 17.06.2021 and numbered 31514 of the Council of Higher Education.

**Definitions**

**ARTICLE 4- (1)** Following definitions are mentioned in this Directive;

a) European Credit Transfer System (ECTS) credit: The numerical value based on the total workload required to acquire the knowledge, skills and competencies to be gained by the students and covers all the work that the student has to do in order to successfully complete a course,

b) Department: Consists of departments that complement each other or are close to each other, constituting a whole in terms of purpose, scope and quality; the education and training, scientific research and application unit of the faculties,

c) Dean: Dean of Nevşehir Hacı Bektaş Veli University Faculty of Engineering and Architecture,

ç) Faculty: Nevşehir Hacı Bektaş Veli University Faculty of Engineering and

Architecture,

d) Company Officer: The person with the title of engineer in the relevant field determined by the public or private sector companies/organizations to be given Applied Engineering Education as responsible for the students who will receive Applied Engineering Education,

e) Company: Public or private sector companies/organizations where students are assigned to conduct practical training,

f) Program: Refers to the Applied Engineering Education Program.

g) Rector: Rector of Nevşehir Hacı Bektaş Veli University

ğ) Senate: The Senate of Nevşehir Hacı Bektaş Veli University

h) Instructor in Charge: Applied Engineering Education Program consultants,

i) Contract: The document signed by the student, the program coordinator and the head of the institution, regulating the relations between the student and the enterprise regarding the Applied Engineering Education Program,

i) Applied Education Sub-Commission: In the departments where Applied Engineering education is active; The commission that includes the head of the department, the faculty member responsible for applied education and a member of the department internship commission,

j) Applied Trainings Commission: The commission formed by a representative appointed by the department heads from each department in the faculty,

k) Applied Engineering Education Protocol: The document explaining the quotas and conditions related to the Applied Engineering Education Program and signed by the business officer and the Dean,

l) University: Nevşehir Hacı Bektaş Veli University

## **SECOND PART**

### **Duties and Authorisations**

#### **Duties and Authorisation of the Rector**

ARTICLE 6- (1) The Rector is responsible for the planning, budgeting, implementation, coordination and supervision of applied education activities.

#### **Duties and Authorisation of the Dean**

ARTICLE 7- (1) The duties and authorities of the Dean are as follows:

a) To coordinate the planning and implementation of applied training activities in their units.

b) To carry out the works and procedures regarding the insurance of the students to be insured pursuant to Article 5 of the Social Insurance and General Health Insurance Law dated 31.05.2006 and numbered 5510, within the scope of applied training.

c) To sign the contracts between the higher education unit and the relevant enterprise within the scope of applied training, if authorized by the Rector, or to present these contracts to the rector for signing.

(2) With the appointment of the Rector, a purpose-oriented administrative unit

responsible for coordination, other than faculties, colleges and applied schools, can fulfill the duties and responsibilities specified in this article.

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

ARTICLE 8- (1) The program is finalized with the recommendation of the Faculty of Engineering and Architecture Faculty Board and the approval of the University Senate. The program is carried out with the Applied Education Commission and sub-committees that include the instructor responsible for Applied Education in the departments.

### **Duties and Authorisation of the Applied Trainings Commission**

ARTICLE 9- (1) A commission responsible for the planning, implementation and coordination of applied training activities in the programs or departments of the faculty where applied training is provided is established.

(2) The commission carries out the measurement and evaluation processes of the achievements obtained at the end of applied training in the enterprise or may form sub-committees, including the responsible lecturer, to have this process done.

(3) The Applied Education Commission carries out the following activities to achieve the Applied Engineering Education and career development goals:

a) Collects information to be used in students' professional experience and career development activities, creates candidate student lists,

b) Gathers the information of the workplaces/institutions where students will practice and creates a list of practice places for each semester.

c) It works to provide a suitable business or institution for Professional Experience.

ç) It decides whether the workplaces determined by the students with their own means are suitable for the program.

d) Conducts promotional meetings with workplaces to ensure voluntary participation in the program.

e) Provides a meeting environment between students and business officials, and ensures that students settle in their workplaces.

f) Conducts monitoring visits to the students and workplaces participating in the program together with the advisors. Determines the difficulties encountered in practice by meeting with company/organization officials and students, and prepares suggestions for solving them.

g) Organizes training events on the conditions of working life, career development and management.

ğ) Organizes meetings with the participation of sector representatives in order for the program to be successful.

h) Carries out the necessary activities for the preparation and implementation of internal and external legislation in order for the program implementation to be successful.

ı) The Applied Education Committee implements the decisions taken by the Faculty Administrative Board and the work program it has prepared.

i) Provides all kinds of communication and coordination necessary for the successful execution of the program and career development activities.

j) Prepares an annual activity report and submits it to the Faculty Administrative Board.

(4) The duties of the Applied Training Subcommittee are as follows:

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

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

c) To enable students to develop their current abilities at the highest level by making use of various activities,

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

e) To monitor the success and failure of students in business life,

f) To determine the educational deficiencies encountered by the students in the business environment by contacting them and the employers, and to make suggestions to the university administration to eliminate them,

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

ğ) To convey the problems faced by the workplaces to the university through students, thereby ensuring that solutions are found for these problems and to develop public-university-industry cooperation.

#### **Duties and authorities of the responsible lecturer**

**ARTICLE 10- (1)** A responsible lecturer is assigned for each group in the enterprise in order to monitor the applied education activities in the programs or departments, to ensure coordination between the enterprise and the institution, to guide the students in the applied education processes and to take part in the measurement and evaluation processes.

(2) For undergraduate students participating in the program, the undergraduate advisor of the said student is also proposed to the Dean's Office by the relevant department as the Program Advisor. In case of need, an advisor can be appointed with the decision of the relevant department board and the advisor is assigned with the approval of the Faculty Administrative Board. Program advisors work in collaboration with the Applied Education Commission and advise students on common educational practices and problems. Consultants are primarily responsible for workplace visits. The course fee is paid to the advisors, taking into account the course load of the relevant course.

#### **Duties and authorities of the training staff**

**ARTICLE 11- (1)** Students who will receive applied training in the enterprise are under the supervision of an educational staff who has professional competence in the field and is assigned by the enterprise after receiving the opinion of the Commission.

(2) The duties and authorities of the training personnel are as follows:

a) To ensure that students do and continue their applied education within the scope of the prepared education plan.

b) To ensure that the business evaluation form is filled out for each student doing practical training.

c) To review and approve the applied training files prepared by the students.

d) Collaborating with the responsible lecturer on absenteeism, discipline and other issues related to practical training.

#### **Duties and authorities of the companies/enterprises**

ARTICLE 12- (1) The duties and authorities of the enterprise in which applied training or internship is carried out in the enterprise are as follows:

a) To assign a sufficient number of educational personnel with professional competence in the field, taking into account the number of students who will conduct practical training.

b) To approve the applied education acceptance form of the student who will do the applied education.

c) To fill in the business evaluation form for each student who does practical training within its body.

#### **Student responsibilities**

ARTICLE 13- (1) Students doing applied education are subject to the relevant legislation of the higher education institution they are a student of and the official working rules of the enterprise in the transactions regarding the leave or absence periods during the applied education. The practical training of students who violate the provisions of this Regulation or the official working rules of the enterprise is considered unsuccessful.

(2) Students who do applied training are subject to the Disciplinary Regulations for Students of Higher Education Institutions published in the Official Gazette dated 18.08.2012 and numbered 28388, as well as the relevant disciplinary legislation of the Higher Education Institution of which they are students, and the operating rules of the enterprise, during their stay in the enterprise.

### **THIRD PART**

#### **Vocational Education and Applied Course in Company**

##### **Application and admission conditions for the program**

ARTICLE 14- (1) Application and admission requirements for the Applied Engineering Education Program are as follows:

a) Firms/organizations that have signed the Applied Engineering Training 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 department chair and the decision of the faculty administrative board.

b) The Program Coordinator announces the final quotas at the beginning of each semester.

c) The student applies to the announced program, within the first 4 (four) weeks of the 7th semester of the major undergraduate program, with the application form and transcript to the head of the department. The program is applied in the 4th grade, 8th semester.

d) For the applying students to the program, their cumulative grade point average at the time of application (at the end of the 6th semester) must be at least 2.00 or equivalent, they must take all the courses (compulsory and elective) belonging to the first 6 (six) semesters and

be successful in these courses. The applicant's grade point average can be increased with the decision of the Academic Board of the relevant department.

d) The selection of the applicant candidates is carried out by a commission in which the relevant department chair, department vice chairmen and department program advisor are present.

e) Students selected by the commission according to the quotas are accepted to the program with the decision of the Faculty Administrative Board.

f) Students admitted to the program are obliged to read and sign the Applied Engineering Education Information and Acceptance Form. Students who do not sign the form will be removed from the program. Applied Engineering Education Information and Acceptance Form is created by the relevant department and submitted to the student for signature.

g) The student participating in this program cannot take any course at any university, including his/her own university; Courses taken without permission are not counted towards the student's program.

ğ) Program is applied in the major program for minor and double major students.

h) No additional student contribution fee is collected from the students for the program.

#### **Execution of the program**

ARTICLE 15- (1) It is essential that vocational training in the enterprise is carried out during the education and training periods. Vocational education in business starts in the education and training periods determined in the academic calendar of the higher education institution and ends at the end of this period. The vocational training program in the enterprise is carried out as follows:

a) The program is offered as an option to the major program in the 8th semester of the 4th grade in the departments of the Faculty of Engineering and Architecture, which has an Applied Engineering Education Course in the Education Education Plan, and is carried out in parallel with the major program without interrupting the education. The transcripts of the students who have chosen the program and successfully completed the program include 30 ECTS Applied Engineering Education Course, which replaces the 8th semester courses.

b) In periods when no quota is requested by professional organizations, all students take the courses in the normal curriculum and the program is not applied in that period.

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

ç) Students who are unable to complete the program or fail to enroll in the program can re-join the Applied Engineering education without any academic term limitation, if a quota is requested by the same professional organization or a different professional organization in the following process. Otherwise, unsuccessful students take all the courses they did not take in the 4th grade, 8th semester, like other students the following year.

#### **Success**

ARTICLE 16- (1) Within the scope of the Applied Engineering Education Program, the success of the student is determined by the following items:

a) The student selected for the program can leave the program voluntarily. Students

who drop out of the program can switch to the regular program by registering for the courses in the major program within the excused course registration period in the Nevşehir Hacı Bektaş Veli University academic calendar. Apart from this period, the program cannot be abandoned, students who give up are considered unsuccessful.

b) A student who is considered on leave from the major program is 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 by the decision of the Faculty of Engineering and Architecture.

ç) 50% of the program grade is given by the management officer and 50% by the department program advisor.

d) For the Applied Engineering Education Course taken within the scope of the program, the provisions of Nevşehir Hacı Bektaş Veli University Associate Degree and Undergraduate Education and Training Regulations are taken into consideration for the success grade and equivalence.

#### **Documents required from the student**

ARTICLE 17- (1) The student who is accepted to the Applied Engineering Education Program delivers the following documents in a sealed envelope to the firm/organization to which he/she will practice:

a) Acceptance letter to the program given by the Applied Engineering Education Commission,

b) Applied Engineering Education Information and Acceptance Form,

c) Copy of identity card,

ç) 3 (three) photographs,

d) Copy of the contract with companies/organizations,

e) Applied Engineering Education Program evaluation documents.

#### **Opportunities offered to students**

ARTICLE 18- (1) Companies are expected to provide the following for the students who will participate in the Applied Engineering Education Program:

a) To pay at least 35% of the minimum wage determined during the Applied Engineering Education process. According to the protocol to be signed with İş-Kur on behalf of organizations that cannot pay fees, different rates can be paid.

b) to benefit from transportation and other services provided to the employees, paid or free of charge. However, students cannot benefit from the assistance provided based on a legal right or a collective agreement.

c) Nevşehir Hacı Bektaş Veli University arranges the insurance of its students against Work Accidents and Occupational Diseases and pays their premiums in accordance with Law No. 5510.

ç) Students who are accepted to the program are not paid any fees by the university during the program. Nevşehir Hacı Bektaş Veli University is not a party to whether students are paid by workplaces or not. However, within the scope of the Vocational Education Law No. 3308, payment can be made if the workplaces' own legislation allows.

### **Disciplinary Affairs**

ARTICLE 19- (1) The provisions of the Higher Education Institutions Student Disciplinary Regulation are valid for the disciplinary affairs of the students participating in the program. However, students must also comply with the provisions of the regulations of the enterprise regarding discipline, occupational health and safety. The program process of the student who does not come to work more than 20% of the working days without leave or excuse or does not comply with the working hours of the workplace is immediately terminated and the situation is reported to the Coordinatorship in a letter by the companies/organizations.

### **Cases of Illness and Accident**

ARTICLE 20- (1) The name, surname, nature of the illness and/or accident of the student who became ill during the program and whose illness lasted for more than seven days or who had an accident are notified to the relevant official authorities by the companies/organizations. In these cases, SSI terms and practices apply. The faculty administrative board makes the decision about the inactive duration (unattended period) of the program.

### **Program report**

ARTICLE 21- (1) Students choose a topic related to their field with the recommendation and approval of the department program advisor and company/institution head. They research this subject during the study period, prepare a report, get it approved, and present the report orally in the presence of the department faculty members on a date determined by the department.

## **CHAPTER FOUR**

### **Final Provisions**

#### **Cases where there is no provision in the directive**

ARTICLE 22- (1) The provisions of the Framework Regulation on Applied Education in Higher Education shall apply to the issues not specified in this directive.

#### **Force**

ARTICLE 23- (1) This Directive enters into force as of the date of its approval by the Senate.

#### **Executive**

ARTICLE 24- (1) The Dean executes the provisions of this Directive.

**Senate Decision's Date and Number where the Directive is Adopted:**

**Date: 16.09.2021**

**Number: 2021.31.190**