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NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
GÜLŞEHİR VOCATIONAL SCHOOL INTERNSHIP INSTRUCTIONS

Goal

Article 1. The purpose of this directive is to reinforce the theoretical knowledge and experience gained during students' education, to improve the skills and experiences they have gained 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 activities and principles of the education, practice and internships that Nevşehir Hacı Bektaş Veli University Gülşehir Vocational School students will do at workplaces in Turkey and abroad.

Basis

Article 3. This directive has been prepared in accordance with the "Regulation on the Principles and Procedures Regarding the Education, Practice and Internships in the Workplaces of Vocational School Students in the Vocational and Technical Education Zone" published in the Official Gazette No. 24762 on 22 May 2002. The provisions of the relevant regulation are valid for the matters not specified in this directive.

Definitions

Article 4. In this directive following expressions are used:

Vocational School: Gülşehir Vocational School,

Director: Director of Gülşehir Vocational School,

(METEB): Nevşehir Vocational and Technical Education Zone

Workplace: Public and private sector institutions and organizations that produce goods and services, which students of Gülşehir Vocational School have gained through the knowledge and experience they have gained through their internship,

Educational Personnel: A person who has professional competence, is responsible for the education of students in the workplace, knows and applies vocational training methods and techniques, and is capable of teaching workshops, laboratories and vocational courses in vocational schools, determined by the workplace / employer where the internship is done,

Vocational School Internship and Education Application Board: The Internship and Education Application Board, which consists of Gülşehir Vocational School Program Internship Coordinators,

Program Internship Coordinator: The internship coordinator of each program who is responsible for determining the working areas in the enterprises to be used in vocational training, planning, coordination and monitoring of the training,

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: Gülşehir Vocational School Deputy Director, who is responsible for coordinating the internship and training of Gülşehir Vocational School students in line with the decisions of Nevşehir Hacı Bektaş Veli University Internship and Education Application Board,

University Internship and Education Application Board: Nevşehir Hacı Bektaş Veli University Internship and Education Application Board,

Internship Directive: Gülşehir Vocational School Internship Directive,

Calendar: It refers to the internship calendar covering the internship period.

Gülşehir 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 Program Internship Coordinators of Gülşehir Vocational School.

The Gülşehir Vocational School Internship and Education Application Board can establish work commissions in the 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 Gülşehir Vocational School Internship and Education Application Board

Article 6. The duties of Gülşehir 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 provide internship in accordance with the provisions of this directive,
- ✓•Organizing the printed documents to be used in the internship to be prepared and ready on time ,
- ✓•To cooperate with relevant units in providing internship places for students ,
- ✓•To distribute the students to the internship places in a balanced way ,
- ✓ supervise internship studies ,
- ✓•Evaluating internship studies ,
- ✓•To inform the family of the intern student in case the internship is interrupted due to illness and accident during the internship ,
- ✓•To organize interviews and applications related to the internship if deemed necessary .

Finding an 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; Intern student quotas that they can accept in the relevant year, according to the number of supply and demand, the quota allocated to Gülşehir Vocational School for each program is filled by

considering the success order of the students. The student who does not use the allocated quota for any reason is filled with the same method.

Students who cannot find an internship place in METEB within the framework of the internship quotas allocated to Gülşehir Vocational School have to find their own workplaces in Turkey or abroad. The student who finds an internship place in this way applies to the Program Internship Coordinator with the relevant documents. Students can start their internship after the approval of the Gülşehir Vocational School related Program Internship Coordinator. Any private or in the case of a Party to this Protocol student internship training protocol signed between the university and public institutions with private or perform in public institutions. 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 Required From Students Who Will Do Internship

Article 8. In order for the students who will do internship to start their internship, they must apply to the related Program Internship Coordinatorship with the following documents:

- ✓ Application document indicating that the student wants to do internship **at least 5 days in advance** , provided that it is done on the dates specified in the internship application calendar updated every year on the website of the Vocational School and in one of the specified internship periods.
- ✓ Curriculum vitae showing the courses taken by the student and previous internships ,
- ✓ For the payment of the General Health Insurance premium for the students of Gülşehir Vocational School who will do internship, in accordance with the law numbered 6111,
- ✓ the questioning document regarding whether they are a dependent or not from the Social Security Institution or the e-government page ,
- ✓ Photocopy of identity card.

Students apply to the relevant workplace with the official letter they receive from the Gülşehir Vocational School Program Internship Coordinatorship.

Opportunities for Internship Students

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 .

During the internship of Gülşehir Vocational School students, the “**Work Accidents and Occupational Disease**” insurance premium and the “**General Health Insurance**” premium for students who are not dependent on them are paid to the Social Security Institution by our University.

Despite this, the legal responsibility of the students who started their internship without making an inquiry to the Social Security Institution regarding whether they are a dependent person or not, and the students who started their "Uninsured" internship without informing the Program Internship Coordinators will primarily belong to the business and the internship student .

Workplace Training

Article 10. Students are required to do an internship to develop their skills in applying the theoretical knowledge they have learned at Gülşehir Vocational School 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 have to pay their tuition fees at the beginning of each semester and renew their registration. If the students who come through undergraduate transfer can not document that they did the internship in accordance with the directive, they must complete their missing documents 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 are not required to attend, have extended the semester or have been successful in all 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 Locations

Article 12. Students of Gülşehir Vocational School find their own workplaces in Turkey or abroad and apply to the Program Internship Coordinator with the required documents. They can do their internships at all workplaces in Turkey and abroad, which are deemed appropriate by the Program Internship Coordinator.

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 and without an 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 Gülşehir 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 Hacı Bektaş Veli University and the 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.

Illness and Accident Status During Internship

Article 14. The internship of the intern who is sick 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 Gülşehir Vocational School Internship and Education Application Board. The Gülşehir Vocational School 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 can not exceed half of the total time.

Supervision of Intern Students

Article 15. Auditor lecturers assigned by the Directorate of Higher School may inspect the trainee students in the enterprises where they do their internship . If the internship place of the students is geographically far from the relevant vocational school, if it is difficult or impossible to be inspected by the instructors of that school, the instructors of the vocational school closest to the geographical settlement where the internship place is located, other education units and public institutions or It is made to make use of the educational staff provided by the workplace .

Evaluation of Internship and Success in Internship

Article 16. The student who completes his internship submits his internship file to the relevant Program Internship Coordinatorship as a petition for examination and evaluation 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 .

Gülşehir Vocational School Program Internship Coordinator evaluates the internship file by taking into account the evaluation report received from the employer and / or the training personnel evaluation report . If he deems necessary, he can interview related students or have them practice. 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.

Repealed Directive

Article 17. Nevşehir Hacı Bektaş Veli University Gülşehir Vocational School Internship Directive, which was accepted by the Senate Decision No. 9 dated 05.05.2011, has been repealed.

Exceptional

Article 18.A program affiliated to Nevşehir Hacı Bektaş Veli University Gülşehir Vocational School decides to jointly conduct internship procedures with any business and / or organization operating in the private or public sector and a protocol between the Rectorate of Nevşehir Hacı Bektaş Veli University and the relevant institution if signed; In case of conflict between the articles to be implemented as per the protocol and the articles in the Gülşehir Vocational School Internship Directive, the relevant protocol provisions will prevail.

Force

Article 19. This directive takes effect on the date of its approval by the Senate of Nevşehir Hacı Bektaş Veli University.

Executive

Article 20 The provisions of this Directive is executed by the Hacı Bektas Veli Nevsehir University Vocational Gülşehir Vocational School Director.