

**HACI BEKTAŞ VELİ UNIVERSITY**  
**TOURISM FACULTY WORKPLACE EDUCATION**  
**(INTERNSHIP) INSTRUCTIONS**

**Purpose**

**Article 1.** The purpose of this Directive is to determine the principles of workplace education as a part of education for students studying at Nevşehir University Faculty of Tourism.

**Scope**

**Article 2.** This Directive is applied to all students studying at Nevşehir University Faculty of Tourism.

**Basis**

**Item 3 .** This Workplace Training Directive has been prepared in accordance with Article 13 of the Nevşehir University Associate and Undergraduate Education Regulation published in the Official Gazette No. 28357 dated 18 July 2012. The provisions of the Nevşehir University Associate and Undergraduate Education Regulation are applied for matters not covered in this Directive

**Definitions**

**Article 4.** In this Directive following expressions are used:

**Faculty:** Tourism Faculty,

**Dean:** Tourism Faculty Dean,

**Departments:** Tourism Management Department, Tourism Guide Department, Gastronomy and Culinary Arts Department and Recreation Management Departments,

**Head of Department:** Head of department appointed to Nevşehir University Tourism Faculty departments,

**Workplace Training Directive:** Nevşehir University Tourism Faculty Workplace Training Directive,

**Department Workplace Training Commission:** It refers to the workplace training commission established for each department in Nevşehir University Tourism Faculty.

**Workplace Training Obligation**

**Article 5.** All students studying at the Faculty of Tourism are obliged to have workplace education so that they can apply the theoretically learned information and gain work experience. In order to graduate, each student must successfully complete the workplace training required by the provisions of this Directive.

**Article 6.** In order to be successful in the lesson named Workplace Education, which is stated in the eighth semester course plan of each department in the faculty, students must have completed their workplace education. Practices related to any course in the faculty lesson plan and seminar studies are not considered as workplace training. Workplace training is carried out from the end of the first year, outside the education period and during summer holidays. However, students who do not have to attend classes and who have completed four years can do workplace training during education periods with the approval of the workplace education commission.

## **Workplace Training Period and Places**

**Article 7.** The duration and places of workplace training are in item (a) of this article for students studying in the Department of Tourism Management, in item (b) for students studying in the Department of Tourism Guidance, in item (c) for students studying in the Department of Gastronomy and Culinary Arts, Recreation As stated in clause (d) for students studying in the Department of Management.

**(a)** The period of workplace training for the Tourism Management Department is **90** working days. Students, below

They can complete their workplace training in any of the specified organizations:

(a1) 3, 4 and 5 star hotels, boutique hotels, holiday villages and motels with Tourism Management certificates,

(a2) Travel agencies (A and B groups only),

(a3) National and international airlines,

(a4) Food and beverage businesses certified by Tourism Management,

(a5) Education and recreational facilities belonging to other public institutions approved with the approval of the Faculty Board of Directors.

**(b)** The period of workplace training for the Tourism Guidance Department is **90** working days. Students studying in the Department of Tourism Guidance are required to complete at least **45** days of the **90-** day workplace training period at A and B group travel agencies; The other **45** days can be completed at any of the organizations listed below:

(b1) A and B group travel agencies

(b2) National and international airline companies,

(b3) Closed or open museums and archaeological sites,

(b4) 3, 4 and 5 star hotels, boutique hotels, holiday villages and motels certified by Tourism Management

(b5) Other public institutions and gift and souvenir shops accepted with the approval of the Faculty Board of Directors,

**(c)** The workplace training period for the Gastronomy and Culinary Arts Department is **90** working days. Students can complete their workplace training at any of the following organizations:

(c1) Kitchen sections of 3, 4 and 5 star hotels, boutique hotels, holiday villages and motels with a tourism management certificate ,

(c2) Kitchen sections of national and international cruise ships,

(c3) Kitchen sections of food and beverage businesses certified by Tourism Management,

(c4) Other industrial kitchens accepted with the approval of the Faculty Board of Directors.

**(d)** The workplace training period for the Recreation Management Department is **90** working days. Students can complete their workplace training at any of the institutions listed below;

(d1) 3, 4 and 5 star hotels, boutique hotels, holiday villages and motels with a tourism management certificate,

(d2) Provincial Planning and Coordination Directorates serving within the Governorates,

(d3) The Department of Urban Aesthetics, the Department of Environmental Protection and Control or the Directorates of Parks and Gardens serving within the municipalities, which are local government units,

- (d4) Health, Culture and Sports Departments in state or foundation universities,
- (d5) Non-governmental organizations, foundations and associations playing a role in the development of the tourism sector,
- (d6) Ministry of Culture and Tourism and Provincial Culture and Tourism Directorates,
- (d7) Other organizations accepted with the approval of the Faculty Board of Directors.

**Article 8.** Students have to find the institutions where they will complete their workplace education. The student who decides on the institution where he / she will complete the workplace education notifies the address of the relevant institution to the Faculty Dean with a petition and a photo. The Faculty Dean sends the Workplace Training Evaluation Document to the relevant institution. At the end of the workplace training, the person in charge of the relevant organization fills in the Workplace Training Assessment Document, approves it and sends it to the Faculty Dean by mail.

**Article 9.** Reports and leaves for more than three days are not included in the workplace training period.

### **Workplace Training Commission and Evaluation of Workplace Training**

**Article 10.** The Workplace Education Commission consists of at least three instructors to be assigned by the Faculty Dean for each department. This commission makes the evaluation of workplace training. Students who complete the workplace education are considered successful from the Workplace Education course in the eighth semester.

**Article 11.** In accordance with Article 5 of the General Health Insurance and the amendment made in the Vocational Education Law numbered 3308 (17/4/2008 - 5754 / 3th Art), students who are subjected to compulsory workplace education in the country during their higher education, "WORK ACCIDENT AND OCCUPATIONAL DISEASE" It has been made compulsory that their premiums are paid by the higher education institution where they study during their workplace education. Students who will start workplace training must submit a petition containing information about themselves and the institution where they will conduct workplace training to the Faculty Dean one week before starting workplace training. *Since the insurance premiums related to the students insured will be paid by our university, there is no financial burden that the application will bring to the students or the institution where the workplace education is made.* In spite of the mandatory provision of the law, the responsibility of those who start workplace education as "WITHOUT INSURANCE" without giving any information to the Faculty Dean is primarily the responsibility of the students and the institution where they provide workplace training. Students have to inform the Faculty Dean about the end date of the workplace education one week before the end of the workplace education. Students who do their workplace education abroad cannot benefit from work accident and occupational disease insurance; However, workplace trainings abroad can be considered valid if they meet the necessary conditions.

### **Supervision of Workplace Training**

**Article 12.** Academic staff assigned by the Dean of Faculty may supervise students in workplace education.

## **Workplace Training and Graduation**

**Article 13.** Students who transfer to the Faculty through horizontal and vertical transfer have to document that they have completed their workplace education in accordance with this directive.

**Article 14.** Students who have not successfully completed their workplace education are not given a certificate of exit or a diploma.

**Article 15.** Students who do not complete workplace education have to renew their registration.

## **Force**

**Article 16.** This directive takes effect on the date it is accepted by the Nevşehir University Senate.

## **Executive**

**Article 17.** This Directive is executed by the Dean of the Faculty of Tourism of Nevşehir University.