

NEVŞEHİR UNIVERSITY HACİBEKTAŞ VOCATIONAL SCHOOL
INTERNSHIP DIRECTIVE

PURPOSE

Article 1. This directive determines the internship application principles and principles of Nevşehir University Hacibektaş Vocational School students.

SCOPE

Article 2. This directive covers the internships that Nevşehir University Hacibektaş 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.

In this directive, the provisions of 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 No. 24762, dated May 22, 2002, are valid for the matters not specified .

DEFINITIONS

Article 4. In this directive following definitions are used:

Vocational School: Hacibektaş Vocational School,

Director: Director of Hacibektaş Vocational School,

Workplace: Public and private sector institutions and organizations that produce goods and services, where Vocational School students maintain their knowledge and experience through internships,

School-Industry Coordinator: Deputy Director of Vocational School, who is responsible for coordinating the internship and training of Vocational School students in line with the Nevşehir University Internship and Education Application Board,

Vocational School Internship and Education Application Board: Hacibektaş 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,

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

Internship Directive: Hacibektaş Vocational School Internship Directive ,

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

VOCATIONAL SCHOOL INTERNSHIP AND TRAINING 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.

The 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 VOCATIONAL SCHOOL INTERNSHIP AND TRAINING APPLICATION BOARD

Article 6. The duties of the Vocational School Internship and Education Implementation Board are as follows:

- a) 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,
- b) Organizing the printed documents to be used in internship to be prepared and ready on time
- c) Cooperating with the relevant units in providing internship places for students ,
- d) To distribute the students to the internship places in a balanced way,
- e) To supervise internship work,
- f) Evaluating internship studies,
- g) To organize interviews and applications related to 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; Intern student quotas that they can accept in the relevant year, according to the number of supply and demand, the quotas allocated to the Vocational School for each program 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.

Students who cannot find an internship place in METEB within the framework of the internship quotas allocated to the Vocational School have to find their own workplaces at home or abroad. The student who finds an internship place in this way applies to the Vocational School Internship and Education Application Board with the relevant documents. They can start their internship after the approval of the Vocational School Internship and Education Application Board. 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 to start their internship, students must apply to the Vocational School Internship and Training Application Board with the following documents.

- a) Application document showing that the student wants to do an internship,
- b) The curriculum vitae showing the courses taken and previous internships of the student.

Students apply to the relevant workplace with the official letter they receive from the Vocational School Internship and Education Application Board.

FACILITIES FOR STUDENTS WHO WILL DO INTERNSHIP

Article 9. Workplaces that will accept intern students ensure that intern students also benefit from the opportunities they provide to their staff. For this, the trainee ögerenci of meeting the nutritional needs of accommodation and social facilities and benefit from the establishment of maximum effort they exerted in the matter.

INTERNSHIP REQUIREMENT

Article 10. Students are obliged to do an internship at the Vocational School to develop their skills in applying the theoretical knowledge they have learned in the relevant sectors and to gain work experience. In order for each student to graduate, it is obligatory to successfully complete the internships that must be done in accordance with the provisions of this internship directive. 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 cannot document that they have done the internship in accordance with the directive, they have to correct their deficiencies or do an internship again.

INTERNSHIP TIME and DURATION

Article 11. The internship period is 30 working days and can be done in two tranches at the end of the first and second year.

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. Vocational School students can do their internships at all workplaces in Turkey and abroad, recommended by the University Internship and Education Application Board or approved by the Vocational School Internship and Education Application Board.

Students who will do the internship are under the supervision of the instructor personnel determined by the workplace throughout the internship period. Trainer staff, interns of a plan within the plan to continue their training and internship students gerektg is responsible for the implementation in a way.

DISCIPLINARY WORKS

Article 13. Intern students are obliged to obey the rules of the workplaces where they are intern about working, working conditions and work safety. On the contrary, the internship of the trainee 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 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 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 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 assigned by the Directorate of Higher School may inspect the trainee students in the enterprises where they do their internship.

Students' internship place; If it is difficult or impossible to be inspected by the lecturers of that school due to its geographical location away from the relevant vocational school, it is preferred to make use of the lecturers 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. The student who completes his internship submits his internship file to the Vocational School Internship and Training Application Board, in addition to a petition, to be examined and evaluated within the first course registration period following the end of the internship. The student who does not submit the internship file within the time limit is deemed not to have completed the internship.

The Vocational School Internship and Training 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 appropriateness and success of the students' internship is evaluated by the Vocational School Internship and Education Application Board and submitted to the University Internship and Education Implementation Board for approval.

Students who fail at the end of the internship period or 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 in the 2007-2008 academic year starting from the first year of the Senate's acceptance.

EXECUTIVE

Article 18. The provisions of this Directive are executed by the Director of Vocational School.