

HAKKARI UNIVERSITY
VOCATIONAL SCHOOLS TRAINING, IMPLEMENTATION AND
INTERNSHIP DIRECTIVE
Objective, Scope, Basis, Definitions and Abbreviations

Purpose

Article 1- The purpose of this directive; Students in Vocational Schools affiliated with Hakkari University, which is located within the Vocational and Technical Education Zone;

- a) To reinforce the theoretical knowledge and experiences gained during the study period,
- b) to develop the skills and experiences acquired in laboratory and workshop applications,
- c) To ensure that they recognize their responsibilities, relationships, organization and production process and new technologies in the workplaces where they will serve.

Scope

Article 2- This directive covers the activities and principles related to the training, implementation and internships of students in Vocational Schools affiliated with Hakkari University in the Vocational and Technical Education Zone in the workplaces at home and abroad.

Basis

Article 3- This directive; On the basis of Article 24 of the Law No. 2547, published in the Official Gazette dated May 22, 2002 and numbered 24762 issued by the Higher Education Council, "Vocational School Students within the Vocational and Technical Education Zone are Regulation on The Principles and Procedures regarding Education, Practices and Internships" and published in the Official Gazette dated 29.08.2014 and numbered 29103, was prepared on the basis of article 28 of hakkari University Associate and Undergraduate Education and Examination Regulation.

Definitions and Abbreviation

Article 4- The following terms appearing in this regulation have been used as they have been defined as described below;

Vocational and Technical Education Zone (METEB): Vocational and Technical

Education Zone, University: Hakkâri University,

Vocational School (VHS): The relevant Vocational School of Hakkari University

Office: Public and private institutions and organizations that produce goods and services, which they continue their knowledge and experience gained during their education through internships,

Educational Staff: The person who has a professional qualification, who is responsible for the education of the students in the workplace, who knows, implements and implements vocational school workshops, laboratories, vocational courses, and who has at least a bachelor's degree,

Auditor Instructor: In the enterprises to be used in vocational education; the assistant director of workshops, laboratories and vocational courses in charge of the determination, planning, coordination, implementation and monitoring of the fields of study, and the permanent faculty members of each program,

Manager: Directors of Vocational Schools of Hakkari University, Directorate:

Directorates of Vocational Schools affiliated to Hakkari University, Department

Head: Related Department Chairs,

School-Industry Coordinator: The Assistant Director tasked with coordinating internships and training of vocational school students in line with the decisions of the University Internship and Education Application Board,

School-Industry Coordinator Assistant : The instructor proposed by the School-Industry Coordinator, one of the departments of the Vocational School, _

Program Coordinator: Coordinator of each Program affiliated with the relevant Department Chairs,

Student: Vocational School student,

University Internship and Education Application Board: The board created within the university,

Vocational School Internship and Education Application Board : The board created within the Vocational School,

Internship Work Schedule : Calendar showing the dates of internship procedures and applications,

Program Work Commission : Commissions established by the Vocational School Internship and Education Application Board,

Pre-Examination Report: As a result of the necessary examination of the Program Work Commissions, the report containing the internship evaluation forms (ANNEX-6) and internship grade schedule (ANNEX-7) to be submitted to the Vocational School Internship and Education Application Board,

Vocational School Internship and Education Application Board Duties and

Responsibilities Vocational School Internship and Education Application Board

Article 5- Under the Presidency of the School-Industry Coordinator within the Vocational School; Vocational School consists of Department Heads and Program Coordinators.

Vocational School Internship and Education Application Board can create work commissions in the programs and units it deems necessary.

This board conducts at least three meetings per year, one at the beginning of the academic year, and informs the University Internship and Education Application Board of its evaluation and results.

Duties and Responsibilities

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

- a) To organize meetings to ensure that vocational school students receive the necessary preliminary information for internship and training in accordance with the provisions of this directive.
- b) To organize the timely arrangement and print preparation of the printed documents to be used in the internship,
- c) To cooperate with the relevant units regarding the provision of
- internship places to students, d) To distribute the students to the
- internship places,
- e) To supervise internship studies,
- f) To make the evaluation of internship studies,
- g) To organize interviews and practices related to the internship if deemed
- necessary. h) To inform the department heads of the evaluation results.

Duties and Responsibilities of Vocational School School-Industry Coordinator

Article 7- The role of School-Industry Coordinator is fulfilled by one of the Assistant Principals appointed by the Director.

Article 8- The School-Industry Coordinator performs the following duties in order to carry out the training, application and internships of vocational school students in the workplaces in accordance with the objectives;

- a) Chairs the Internship and Education Application Board of the Vocational School.
- b) Invites the Internship and Training Application Board to the meeting in accordance with the agenda.
- c) It creates an archive and information system that contains the necessary information for the school in the education, application and internship activities of the students in the workplace.
- d) Provides coordination with the University Internship and Education Application Board.
- e) Eliminates the difficulties that students face in adapting to work and workplaces and carrying out their activities by cooperating with those concerned.
- f) Ensures that the in-service training activities that the industry needs and wants are realized.
- g) Participates in related conferences, panels, seminars, etc. Allows industry officials to participate in similar arrangements at school.

- h) Determines how many students will do internships in which branches and informs the Directorate by the end of the first week of February at the latest of each year.
- I) Carries out internship studies in parallel with the internship work schedule.

Internship Quotas

Article 9- The Directorate shall fill out the form (2) of the underlying regulation and inform the University Internship and Education Application Board by the second week of February at the latest of each year.

Article 10- Students who cannot find an internship place due to lack of quotas can start their internship after the examination of the program work commissions in their internship places and the approval of the Vocational School Internship and Education Application Board. Due to the lack of quotas, the number and areas of students who cannot find internships and application places are reported to the University Internship Education and Application Board.

Internship Regulations

Documents Requested from Students who will do internships

Article 11- In order to start the internship, the students who will do the internship;

- a) Document indicating that the student who will do the internship is a vocational school student (University student ID card)
- b) Document indicating that the student wants to do an internship (Annex-1)
- c) They apply to the Internship and Education Application Board of the Vocational School with a cv certificate (Annex-2) showing the courses taken by the student and the internships he/she has already done.
- d) The students who will do the internship give the official letter they receive from the Internship and Education Application Board of the Vocational School (Annex 3-1 and Annex 3-2) to the workplaces where they will do their internships.

Opportunities for Internship Students

Article 12- The workplaces that will accept interns also benefit from the opportunities provided to their own staff.

The workplaces that will accept interns make the utmost efforts to meet the accommodation and nutrition requirements of the interns and to benefit from the social facilities of the organization.

Internship Abroad

Article 13- Vocational School students can do their internship, training and application studies abroad in a way that does not disrupt the normal curriculum. The student submits the foreign admission certificate to the Vocational School Internship and Education Application Board. These requests are evaluated by the Vocational School Internship and Education Application Board after the review of the program work commissions and it is decided whether to do internships abroad.

Students who have completed their internship abroad give the documents related to the internship to the Vocational School Internship and Education Application Board, and those deemed suitable are approved by the board.

Internship Time-Duration and Stages

Article 14- It is essential that students who continue their studies do their internships in the months 100 semesters and summer holidays. However, if the workplace conditions are not suitable, he can do an internship on the condition that he does not disrupt the teaching outside of these periods.

Article 15- Vocational School students do their internships in the workplace as 30 working days (240 hours) at the end of the second semester. The applications of the students who practice professionally during the study period are evaluated outside the 30-day internship period.

Article 16- If the student has given all his/her courses, but has not yet completed his internship, he/she can start his internship at any time of the year.

Article 17- Internships can also be done for second education students during the year, provided that they are the same period. In the year-in-year internships, the training continues with the internship.

Article 18- In a workplace that also works on Saturdays, the student can work overtime if he/she wants. The student has to document that he works in this way with an official letter from the workplace. If the Vocational School Internship and Education Application Board accepts, the days of overtime are counted as internship period.

Where the shift system is applied, the student is employed during the day shift.

Internship Work Schedule

Article 19- Internship studies in each academic year are prepared by the School-Industry Coordinator and decided on the Vocational School Internship and Education Application Board as foreseen by this directive.

After the approval of the directorate, it is announced to the students and put into practice.

In the internship work calendar, the summer internship is planned to start in July.

Tasks of Related Units

Article 20- The heads of the relevant departments take the necessary academic measures to take place within the periods of the procedures determined in the internship work calendar.

Article 21- Relevant Program Coordinators;

a) They are responsible to the School-Industry Coordinator for internship and educational application works related to the program field he represents.

b) They inform the students of the program they are responsible for the work internship schedule and information about the operation of the internship. They organize meetings if necessary.

c) They organize seminars for students who successfully complete the internship or educational

practice activity.

d) In coordination with other Program Coordinators and School-Industry Coordinators, they organize a joint exhibition of successful student files and introduces them to all students.

Success in Internship

Article 22- The suitability and success of the internship of the Vocational School student is evaluated by the Vocational School Internship and Education Application Board and presented to the University Internship and Education Application Board for approval.

In coordination with other Program Coordinators and School-Industry Coordinators, they organize a joint exhibition of successful student files and introduces them to all students.

The student who does not submit the internship file during the period is deemed not to have done the internship.

Establishment of Program Work Commissions

Article 23- Program work commissions consisting of two faculty members and program coordinators are established by the Vocational School Internship and Education Application Board for each program affiliated to the relevant Department Chairs.

Program coordinators chair the program's work commissions. Professional proximity to the program is sought in the faculty members to be selected for the program work commissions. In programs that do not have enough instructors, program work commissions are created without the condition of professional proximity.

Article 24- Vocational School Internship and Education Application Board submits existing internship books or files, employer reports, visitor lecturer reports to the relevant program work commission for preliminary examination.

The relevant program subjects the internship information and documents related to each group of students submitted to the work commission to a preliminary examination. It has the students complete the specified deficiencies and interviews the students on the date they anticipate and returns them to the Vocational School Internship and Education Application Board with the preliminary examination report within a maximum of one month.

Vocational School Internship and Training Application Board makes an evaluation taking into account the existing internship book or files, employer reports from the employer, the report from the visiting instructor and the relevant program work commission preliminary review report.

If necessary, he can make corrections to the file. If it finds the file sufficient in terms of shape and content, it can accept the internship of the student or, if necessary, make an interview or application to the student concerned.

Students who fail at the end of the internship or who take a break from their internship or have to take a break are given two more rights during the legal study period.

Internship Renewal (Repetition)

Article 25- Students who do not do their internship and are deemed unsuccessful in the

internship; In their first failure, they repeat their internships at the end of the fourth semester. Students who fail again are granted additional rights within the first month of their last unsuccessful internship period.

Article 26- When deemed necessary by the Coordinators in the program, the two most successful student reports, studies and work experiences as of the internship results are presented to the faculty members and students in the seminars organized by the Program Coordinators on the dates determined by the Vocational School Internship and Education Application Board and the questions are answered.

Article 27- Students must achieve their internship in order to obtain an associate degree.

Disciplinary Affairs of Students who will do internships

Article 28- Trainee students must comply with the rules regarding the working, working conditions, discipline and safety of the workplaces in which they are interning.

On the contrary, the internship of the intern who acts on the contrary or who is absent for three days in a row without excuses or 10% of the internship period is terminated and the situation is reported to the University Internship and Education Application Board.

In this case, the intern is not entitled to any legal claim.

The provisions of the Higher Education Institutions Student Disciplinary Regulation for trainee students also apply during internship.

Interns are subject to the responsibilities of those workplace employees due to the damages they will cause due to their defects.

Educational Staff and Tasks

Article 29- During the internship period, students do their internships under the supervision of educational personnel to be determined by the workplace. The training staff is responsible for the continuing of the internships of the interns within a plan and the proper implementation of the internship plan.

Auditor Lecturer

Article 30- The faculty members to be selected by the Vocational School Internship and Education Application Board are tasked with supervising trainee students at least once during the internship period in the workplaces where they are interning.

Internship place of students; If it is difficult or impossible to be audited by the faculty members of that school due to its geographical location away from the Vocational School, the instructors of the vocational school closest to the geographical location where the internship place is located are used for auditing. Where this is not possible, it is possible to benefit from other faculty units and members of public institutions. As a result of the audit, the instructor organizes the Supervisory Instructor Form (Annex – 5) and delivers it to the Internship and Education Application Board of the Vocational School.

Accident and Disease Status During Internship

Article 31- The internship of the intern who became ill during the internship or who could not continue the internship for more than three days in a row due to his illness or who had an accident is interrupted and the situation is reported to the University Internship and Education Application Board.

The number of days he is excused is added to the internship period, but this period cannot exceed half the total time.

End of Internship Evaluation Report

Article 32- The workplaces, through the rooms or institutions to which they are affiliated, fill out the forms (Annex-3-1 and Annex-3-2) to be issued at the end of the internship period and send them to the Vocational School Internship and Education Application Board for evaluation within the following week.

It is essential that the aforementioned documents are sent with the "Confidential" record and by registered mail or with the student with the mouth sealed in a closed envelope. Copies of these documents are stored at work

Internship Success Determination

Article 33- Program work commissions prepare the preliminary review report taking into account the rates in the internship evaluation form (20% of the employer's end-of-internship evaluation report, 30% of the existing internship file, 10% of the auditor instructor evaluation form and 40% of the interview).

In case of absence of an auditor faculty evaluation form, the interview grade rate is taken as 50%.

Grades are evaluated on 100 full grades according to article 26 of Hakkari University Associate and Undergraduate Education and Examination Regulation.

The student's internship success grade comes into force with the supervision and approval of the Vocational School Internship and Education Application Board.

In order for the student to be considered successful from internship or training practices, it is mandatory to have a grade of at least 60 to be appreciated by the Vocational School Internship and Education Application Board.

The student can object to the evaluation with a petition to the unit management within five working days following the announcement of the evaluation results. Objections are evaluated and decided by the relevant board.

General Provisions

Article 34- In cases where necessary and useful, the proposal of the program coordinator, the decision of the Vocational School Internship and Education Application Board can be decided that the internship will be carried out only in the public or private sector.

Article 35- The report file is published by the Directorate by arranging the contents in accordance with the order specified below.

Report File:

- a) ANNEX-11: Report file front cover
- b) ANNEX-9: Report file internal cover
- c) ANNEX-2: Curriculum vitae
- d) ANNEX-12: Some provisions of the regulation
- e) ANNEX-8: Order to watch when preparing report file
- f) ANNEX-10: Report file internal pages (40 pieces)
- g) ANNEX-4: Continuation status schedule
- h) ANNEX-6: Internship Assessment Worksheet

Article 36- The decision-making authority on the issues not included in this directive regarding the education, application and internships of vocational school students in the workplace is in the Board of College with the proposal of the Vocational School Internship and Education Application Board.

Article 37- In case of different principles that the student must follow when applying internship and training, these principles can be applied in addition to the proposal of the program coordinator with the decision of the Vocational School Internship and Education Application Board.

Approved principles are announced to the students by the School-Industry Coordinator.

Article 38- The proposal of the program coordinator, the decision of the Vocational School Internship and Education Application Board, and the students of the Vocational School working in public institutions;

- a) Students working in public institutions can be considered as having their internships with the unit they work with, provided that they certify this situation from the relevant public institution in the branch of the program in which they are studying in college.
- b) Students working in public institutions can do their internships in two different stages during the annual leave periods in the branch incompatibility of the program they are studying in college with the unit they work with.

Article 39- Students who have previously studied at another higher education institution and settled in the units of our university with central examinations or transfer can apply with the desire to be exempt for the internship he has done in the previous higher education institution in accordance with the provisions of the regulation.

Effectiveness and

Execution

Effectiveness

Article 40- This directive takes effect from the date it is adopted in the University Senate.

Execution

Article 41- The provisions of this directive are carried out by the Directors of vocational schools affiliated with Hakkari University.

Annexes

Annex - 1: Internship Application Worksheet

Annex - 2: Curriculum vitae

Annex - 3: Employer Evaluation Form (Form No: 6 / Form No:7) *

Annex - 4: Continuation status schedule

Annex - 5: Auditor Instructor Form (Form No: 5) *

Annex - 6: Internship Assessment Form

Annex - 7: Internship Grade Schedule

Annex - 8: Report Order to be Monitored for File Preparation

Annex - 9: Internship Report File Internal Cover

ANNEX-10: Internship Report File Internal Pages

ANNEX-11: Internship Report file front cover

ANNEX-12: Internship Some provisions of the regulation

ANNEX-13: Internship Work Schedule

* Regulation Forms on Training, Practice and Internship Principles and Procedures of Vocational School Students in Vocational Technical Education Zone