

**BEYKOZ UNIVERSITY**  
**DIRECTIVE FOR PRACTICE TRAINING AT WORKPLACE**

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**SECTION ONE**  
**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1-** (1) The purpose of this directive is to consolidate the theoretical knowledge and experience gained by students in Beykoz University academic units during their education and training within the scope of 'on-the-job training'. With practice training; these are provided for the students; following the technological developments in the workplace, understanding the organizational structure, transforming the theoretical knowledge into the ability to apply, creating work experience and work discipline, gaining the spirit of team work, reinforcing the knowledge, skills and experiences gained in the field of diagnosis-treatment, laboratory and service.

**Scope**

**ARTICLE 2-** (1) This directive covers the principles of Practice Training at Workplace' that Beykoz University students will carry out at their workplaces both domestically and abroad. For issues not covered by this directive, the principles of Beykoz University Regulation for Bachelor - Associate Degree Education, Higher Education Law No. 2547 and Vocational Education Law No. 3308 are valid.

**Basis**

**ARTICLE 3-** (1) This Directive; has been prepared based on the provisions of the Higher Education Law No. 2547, the Vocational Education Law No. 3308, the SSI Law No. 506 and the "Beykoz University Regulation for Bachelor - Associate Degree Education".

**SECTION TWO**  
**Regulatory Bodies**

**Advisory Board for Practice Training at Workplace**

**ARTICLE 4 -** (1) Advisory Board for Practice Training at Workplace is composed of faculty deans, school and vocational school directors, chaired by the Rector. The executives of the enterprises whose Practice Training at Workplace Protocol has been signed can also be invited to the meetings of this board. The Advisory Board gathers at least once a year and evaluates reports from academic units and businesses, and takes measures for improvement, if any.

**Faculty, School, Vocational School Practice Training at Workplace Coordinator**

**ARTICLE 5-** (1) Faculty, School, Vocational School Practice Training at Workplace Coordinator; are the relevant vice deans and deputy directors of the academic units responsible to deans and directors. The coordinator is responsible for the implementation of training at workplace process.

(2) The duties of Faculty, School, Vocational School Practice Training at Workplace Coordinator are as follows:

- a) Ensures that the practice training at the workplace at the Faculty, School and / or Vocational School is carried out without interruption.
- b) Provides the necessary official correspondence with enterprises for practice training at workplace.

- c) Supervises the execution of practice training studies at the workplace.
- d) Solves all problems that may arise during the practice training at the workplace. Provides the necessary communication in matters requiring the permission or knowledge of the Dean or Director.
- e) Reports the practice training process in detail to the dean's office or the directorate.

### **Head of Department/Program**

**ARTICLE 6-** (1) S/he is in communication with the Head of Department at Faculties and Schools, Head of the Program at Vocational Schools, and Practice Training Coordinator at Faculties, Schools, Vocational Schools.

(2) The duties of the Head of the Program / Department are as follows:

- a) Together with the Career Center, Workplace Practice Training Coordination and Support Unit, s/he is responsible for the establishment of the enterprises where practice training will be carried out. When necessary, s/he assigns duties to the instructors in the program regarding this subject.
- b) S/he ensures that the practice training process at the workplace is carried out in coordination with the executives of the practice training process defined in this directive.
- c) S/he tries to solve the problems by communicating with the relevant people in the solution of the problems that may occur during the practice training at the workplace.

### **Instructor in charge of Practice Training at the Workplace**

**ARTICLE 7-** (1) S/he is the instructor assigned to follow the practice training process of the student/ students who will participate in the practice training at the workplace.

(2) The duties of the instructor in charge of Practice Training at Workplace are as follows:

- a) S/he approves the appropriateness of the enterprises, where students, who have received the pre-acceptance for practice training at the workplace, will have the practice training.
- b) Ensures that the practice training process at the workplace is carried out in a coordinated manner, with the contributions of all concerned.
- c) Monitors the work of the students who started the practice training at the workplace and resolves any problems if any.
- ç) Determines the success grade by taking into consideration the attendance schedule to be received from the enterprises, evaluation form and the practice training report and presentation to be prepared by the student.
- d) When necessary, s/he supervises the students who practice training at the workplace to work in the enterprises.
- e) As a result of the audits, s/he closely monitors the developments in the related service sectors (health, technology, social services, child care and youth services, etc.) and submits a proposal to the department / program chair to develop training programs in line with the requirements of the relevant sector.
- f) Conducts observations, reviews and negotiates with enterprise representatives in order to improve the relationship between the enterprises and the academic unit.
- g) Contributes to the solution of the problems between the student and the workplace during the practice training at the workplace or informs the subject to the academic unit manager through the relevant academic unit coordinators.

### **Practice Training at Workplace Enterprise Manager**

**ARTICLE 8-** (1) Practice Training at Workplace Enterprise Manager is the enterprise representative who has knowledge about vocational education, can teach and apply what he has knowledge of, and is assigned by the enterprise for workplace practice.

(2) The duties of the practice training enterprise manager at the workplace are as follows:

- a) S/he gives tasks related to the field of education to the students, who practice education at the workplace. S/he shows how to do these and supervises their work.
- b) Monitors the attendance of students studying practice at the workplace, evaluates their excuse permits and records them in the attendance chart.
- c) Informs the Instructor in charge of Practice Training at Workplace in case of problems related to

workplace training.

ç) Enters the evaluation form to the system (including the success grade s/he esteems) to be prepared at the end of the application training at the workplace, at the latest within 15 days after the completion of the training. The Instructor in charge of Practice Training at Workplace finalizes the information entered in the system.

### **Career Center, Practice Training at Workplace Coordination and Support Unit**

**ARTICLE 9-** (1) It is the unit established in the Career Center Directorate that carries out administrative processes related to the practice training process at the workplace.

(2) The duties of the Career Center, Practice Training at Workplace Coordination and Support Unit are as follows:

- a) Carries out studies on finding enterprises to be trained in the workplace. Is responsible for the establishment of enterprises where practice training will be carried out at the workplace together with the heads of the department / program of the relevant academic units.
- b) Creates an archive about institutions that can be trained at the workplace.
- c) Carries out all works related to the Practice Training at Workplace Information System (UBS). When problems arise, provides the solution of the problem with the Information Processing Unit.
- ç) Completes the insurance and wage processes by the Human Resources Unit, Student Affairs Unit and Financial Affairs Departments from the date that students who receive approval for practice training in the workplace will start the workplace practice.
- d) Provides support for the smooth execution of workplace practice training in coordination with the Instructor in charge of the Workplace Practice Training and the enterprise.
- e) Contributes to the solution of the problems between the student and the enterprise, which arise during the practice training at the workplace. When necessary, informs the subject to the instructor in charge of the student.
- f) During the practice training, the company conducts audit visits. Reports its observations to the responsible lecturer.
- g) Carries out other duties assigned by the Career Center Manager.

## **SECTION THREE**

### **Codes of Conduct**

#### **Codes of Conduct**

**ARTICLE 10-** (1) During Practice Training at Workplace period, the student continues to pay the tuition fee.

(2) At Beykoz University, all academic units students carry out their practice training at the workplace in the enterprises they will determine, or if possible, at the enterprises that have been determined under the direction of their respective academic units. The enterprises determined by the students should be approved by the instructor in charge. According to the student's preference in some departments / programs determined by the Senate; a dual program can be implemented in the form of "Practice-Oriented Program at University or Field" and "3 + 1, 7 + 1 Practice Training Program at Workplace".

Students who will be enrolled in these programs determined by the Senate are assigned to the "Application-Oriented Program at the University or in the Field". Students can transfer to the "3 + 1, 7 + 1 Practice Training Program at the Workplace" with applications to be made in the academic calendar at the end of the third semester in associate degree programs, at the end of the sixth or seventh semester according to the curriculum of the bachelor programs.

Students who prefer the "3 + 1.7 + 1 Practice Training Program at the Workplace" will be able to find the institution they will practice at the workplace with their own efforts, and they can apply to the

quota they will obtain as a result of the protocols that the University will make with the relevant institutions. For Practice Training at Workplace, the student has to fulfill the conditions of admission of the related institution to practice training with his own means. The university will be able to place some of the quotas it will determine according to the achievement order.

The education and training programs to be taught with the dual program are determined each year by the Decision of the University Senate at the end of the previous year's academic year.<sup>1</sup>

(3) Students, who cannot find an enterprise with their own means, can make 3 preferences from the companies registered in the system and which will accept students as long as they are suitable for their field. In one of these preferences, with the approval of the relevant business and teaching staff, they can start the practice training at the workplace.

(4) If the student is not able to complete his education in the established enterprises with her/his own mistakes and if s/he has to practice at the workplace again, s/he will have to find the appropriate enterprise.

(5) For reasons that are not caused by the student and in compulsory situations, an institutional change can be made in an application period.

(6) Cooperation protocol is made with the enterprise where application training will be made in the workplace. In cases where signing of the protocol is not possible, students can be sent for practice training at the workplace, provided that the enterprise states that they will accept students. For application training at a workplace abroad, a letter of acceptance is required from the relevant enterprise.

(7) After the student is placed in the institution where s/he will practice training at the workplace, a joint education student agreement can be signed, which is prepared within the framework of the cooperation protocol with the institution representative and the student, which determines the liabilities of the institution and the student.

(8) Students who will practice training at the workplace will work;

a) As assistant personnel in the administrative units of the University approved by the Rectorate, by implementing the application training criteria in the workplace,

b) By studying in the field of innovation and entrepreneurship,

c) By contributing to the individual researches of the academic staff with the internal or external projects they carry out at the university,

ç) By contributing the education-training with the peer education they have received; they can complete their practice education if the instructor in charge deems it appropriate.

(9) With the application of the student who has completed all preliminary preparations, the necessary legal procedures are carried out by Beykoz University and the enterprise from the day the practice training begins.

(10) Insurance of students against occupational diseases is made by Beykoz University in accordance with the relevant law. However, in accordance with Article 25 of Law No. 3308, the employer is responsible for the work accidents and occupational diseases that will occur in case of the fault of the enterprise where the practice training is performed.

(11) The student, who will perform practice training at the workplace, will comply with the working conditions and hours of the relevant institution and will work in the institution for a period of at least four full days a week.

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<sup>1</sup> Amended article: Senate, 25.07.2019 / 7

- (12) The student who is doing a double major completes the practice training in both branches at the workplace, unless stated otherwise in the protocol between the departments / programs.
- (13) The student can complete the practice training at the workplace abroad in similar conditions or within the scope of ERASMUS internship mobility. The procedures of the students who wish to fulfill their joint education obligation within the scope of Erasmus internship mobility are carried out by the University's Erasmus Coordination Office according to the rules set by the European Commission and the Ministry of European Union, Center for Education and Youth Programs (National Agency). In practice training at the workplace to be held abroad, insurance transactions are carried out by the presence of a social security agreement between the countries they are in and Turkey. In this context, occupational accident, occupational disease and general health insurance for these students are paid by the University within certain limits. Insurances other than those regulated under this article are not the responsibility of the University.
- (14) In order for students to be sent to institutions for on-the-job training, the overall grade point average of the semesters they have completed until then must be at least 1.50. The student who receives disciplinary punishment cannot perform practical training at the workplace during the disciplinary punishment.
- (15) In order for the students to take Practice Training at Workplace course, the maximum number of courses they have failed due to absenteeism or the courses in which they have been absent from within the relevant period may be 2. Students who have more than 2 courses first complete the courses they have repeated, failed in or could not take.
- (16) Students may also take the courses they have taken and failed (FF, FD, BZ) in accordance with the "ARTICLE -20 Student Workload and Course Taking Conditions" of the Beykoz University Bachelor-Associate Education Regulation in the semester they take Practice Training at Workplace course.
- (17) The student, who has obtained the necessary permissions and started the practice training at the workplace, prepares the Practice Training Report, which has a format in UBS, with the guidance of the instructor in charge, and sends it to the approval of the Practice Training at Workplace Manager within 30 days following the end of the training. The Practice Training at Workplace Manager at the workplace takes into account all the work of the student, completes the evaluation form and finalizes it by grading it.
- (18) Practice training at the workplace is considered successful (BI) / unsuccessful (BZ). To be successful, students must get at least 50 points out of 100. Achievement grade is the average of the grades that will be given by the Instructor in charge of Practice Training at Workplace and Practice Training at Workplace Enterprise Manager. Both grades must be at least 50 for achievement. Unsuccessful students have to perform the workplace practice once more.
- (19) Practice training periods are specified in the curriculum of the programs and applied according to the academic calendar. If workplace planning is planned outside the lesson plan, changes can be made with the decision of the boards of the relevant academic units and the approval of the senate. In compulsory situations, apart from the specified semesters, the student can be given the right to practice education at the workplace by the decision of the relevant academic units, without disrupting education and training.
- (20) The practice at the workplace is 17 weeks in total, with 14 weeks in the enterprise, with the post-practice report preparation, presentation and evaluation periods. The total workload credits of the practice in the workplace are 22 ECTS.
- (21) The Practice at the Workplace Manager must notify the student who has been absent for three consecutive working days without any excuse to the instructor in charge within two days at the latest through the UBS system.
- (22) If the student who has been transferred through the horizontal and vertical transfer has applied training at the workplace at the university s/he has been transferred to, s/he is exempted from practice training at the workplace by taking into account the time and ECTS equivalence.
- (23) Students who practice in the workplace;
- a) They perform the duties assigned to them in the enterprise.

- b) Must attend 80% of the practice training at the workplace.
  - c) In addition to the provisions of the "Higher Education Institutions Student Disciplinary Regulations", they must comply with the rules of work, discipline and occupational safety of the enterprise in which they perform practice training at workplace.
  - ç) Notify any excuses and requests regarding workplace practice training to the instructor in charge and practice training at workplace manager. In mandatory situations that require them to leave the enterprise, they must obtain permission from the practice training at workplace manager. The workplace manager may give the student a leave up to 7 working days during the practice training, if s/he deems it necessary (taking into account work and workplace conditions). This permission of leave is transmitted to the relevant academic unit officials through the UBS system.
  - d) The athlete students who represent national and international tournaments organized by the Youth and Sports General Directorate and Turkey University Sports Federation are considered to be on an official leave by the written document to be sent by the university to the institution. The days when students are considered on leave are not counted as absenteeism. However, the period during which these students are considered on leave cannot exceed 50% of the joint education period.
  - e) They cannot change enterprise they are performing the training without the knowledge of the academic unit concerned.
  - f) If they do not continue their workplace practice without excuse, they are considered unsuccessful. Those who are unsuccessful have repeat the workplace practice once more with their own means.
  - g) Individual excuses of the students are evaluated on the administrative board of the academic units related to the written application of the department / program head.
  - h) They use all the tools and equipment they use for workplace practice training with care. They are individually held responsible for damage caused by equipment that is used negatively, carelessly and irresponsibly.
- (24) Institutions and organizations that have signed the Practice Training at Workplace Agreement; utilize the university's library, meeting and conference hall, sports facility, dormitory, food and beverage facilities and the university's education programs under the most appropriate conditions. Lifelong learning education and programs, corporate education programs and graduate programs of the university are evaluated within this framework.
- (25) Experts of institutions and organizations that have signed a Practice Training at Workplace agreement can work as an adjunct faculty at the University. Although the partner lecturer is a part-time faculty member, they are given the ID card of the University and benefit from the University facilities like other faculty members.

## **SECTION FOUR**

### **Miscellaneous and Final Provisions**

#### **Annulled Regulation**

**ARTICLE 11-** (1) Beykoz Logistics Vocational School Training Directive was annulled.

#### **Orientation**

**ARTICLE 12-** (1) This directive will be valid for the students who start their first year from 2017-2018 Academic Year.

(2) The students of Beykoz Logistics Vocational School and Vocational School who enrolled in the previous academic years complete their trainings in accordance with the provisions of Beykoz Logistics Vocational School Training Directive.

#### **Force**

**ARTICLE 13-** (1) This directive comes into force on the date it is accepted by the University Senate.

#### **Execution**

**ARTICLE 14-** (1) The provisions of this directive are executed by the relevant academic unit directors.

