

BEYKOZ UNIVERSITY

DIRECTIVE ON APPLIED EDUCATION

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CHAPTER ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this directive is to regulate the procedures and principles regarding applied education carried out in the relevant programs in order to develop the professional skills and experience of students enrolled in associate and undergraduate programs at Beykoz University.

Scope and Basis

ARTICLE 2 – (1) This directive covers the principles of “Vocational Training in Enterprises, Internship, and Applied Course” to be undertaken by Beykoz University students in enterprises within Türkiye and abroad.

(2) This directive is prepared on the basis of the Beykoz University Undergraduate and Associate Degree Education and Training Regulation, Vocational Education Law No. 3308, Social Insurance Law No. 506, and the Framework Regulation on Applied Education in Higher Education.

Definitions

ARTICLE 3 – (1) The following terms used in this directive shall mean:

a) Applied Education: Training in the form of Vocational Training in Enterprises, Internship, and Applied Course included in associate and undergraduate programs.

b) Vocational Training in Enterprises: A professional practice of 8–17 weeks corresponding to 15–30 ECTS credits, carried out in enterprises outside the theoretical and practical courses specifically determined in higher education institutions and in the program, in order for students to improve the professional knowledge, skills, attitudes, and behaviors envisaged by their curricula, to become acquainted with the sector, adapt to business life, gain experience, and be trained in real production and service environments.

c) Internship: A professional practice of 4–6 weeks corresponding to 5–10 ECTS credits, carried out in enterprises outside the theoretical and practical courses specifically determined in higher education institutions and in the program, in order for students to improve the professional knowledge, skills, attitudes, and behaviors envisaged by their curricula, to become acquainted with the sector, adapt to business life, gain experience, and be trained in real production and service environments.

ç) Applied Course: A course within a diploma program, conducted under the responsibility of the relevant course instructor(s), in which students take part in practices within the higher education institution’s application areas, enterprises, or service fields so as to develop their

knowledge, skills, and competencies, and which is not within the scope of vocational training in enterprises or internship.

d) Optional Internship: An internship, as defined in subparagraphs (a) and (b) above, undertaken at the student's own preference and which is outside the Vocational Training in Enterprises and Internship courses included in the curriculum of the program in which the student is enrolled.

e) Enterprise: Public and private institutions, organizations, and workplaces producing goods and services where Vocational Training in Enterprises or Internship is conducted.

f) Enterprise Evaluation Form: The form completed by the enterprise for each student, containing information on applied education processes, observations, and the enterprise's evaluations regarding the students' applied education activities.

g) Commission: The Applied Education Commission.

h) Trainer Personnel: Enterprise personnel who possess professional competence, are responsible for students' training in the enterprise, have received training in vocational pedagogy, know and apply vocational education methods and techniques, and are qualified to teach workshop, laboratory, and vocational courses at vocational and technical education schools and institutions.

i) Applied Education File: The enterprise vocational training file, internship report, and applied course report that students are required to prepare within the scope of applied education.

i) OIS: Beykoz University Student Information System.

CHAPTER TWO

Duties and Authorities

Academic Unit Applied Education Advisory Board

ARTICLE 4 – (1) The Academic Unit Advisory Board shall also serve as the Academic Unit Applied Education Advisory Board.

(2) Managers of enterprises with which an Applied Education Protocol has been signed may be invited to the meetings of the Academic Unit Applied Education Advisory Board.

(3) The Academic Unit Advisory Board convenes at least once a year, evaluates reports received from departments and enterprises, and takes remedial measures where necessary.

Duties and Authority of the Dean/Director

ARTICLE 5 – (1) The duties and authority of the dean and director are as follows:

a) To coordinate the planning and implementation of applied education activities within their units.

b) To carry out the procedures regarding the insurance of students who will be insured pursuant to Article 5 of the Social Insurance and General Health Insurance Law No. 5510 dated 31/5/2006 within the scope of vocational training and internship.

c) With the authorization of the Rector, to sign contracts with enterprises where applied education will be conducted or to submit such contracts to the Rector for signature.

Duties and Authority of the Applied Education Commission

ARTICLE 6 – (1) In the programs or departments of faculties, schools, or vocational schools where applied education is conducted, a commission responsible for the planning, implementation, and coordination of applied education activities shall be established. The Commission carries out the assessment and evaluation of the learning outcomes obtained at the end of vocational training in enterprises or internships.

(2) The Commission consists of the responsible instructor assigned for the student and two additional instructors from the relevant field.

(3) The Commission evaluates students who have undergone vocational training in enterprises or internships in line with the enterprise evaluation form, the applied education file, and the previously determined learning outcomes.

(4) By assignment of the Rector, an administrative unit responsible for applied education may fulfill the duties and responsibilities specified in this article. However, assessment and evaluation procedures related to applied education shall be carried out by the established commission.

Instructor Responsible for Applied Education

ARTICLE 7 – (1) The instructor assigned to monitor the applied education process of the student(s) who will participate in applied education.

(2) The duties of the Instructor Responsible for Applied Education are as follows:

a) To approve the suitability of the enterprises where students who have received preliminary acceptance will carry out applied education. The instructor who approves the enterprise shall not be held responsible for any adverse events the student may experience during applied education.

b) To ensure that the applied education process is carried out in a coordinated manner with the contributions of all stakeholders.

c) To monitor the work of students who have started applied education, to provide guidance, and to remedy any deficiencies.

ç) To submit the attendance sheet to be received from enterprises, the evaluation form, and the applied education report to be prepared by the student to the Applied Education Commission for assessment and evaluation.

d) When necessary, to supervise on-site the work of students undergoing applied education in enterprises.

e) To make observations and examinations to develop relations between enterprises and the academic unit and to hold meetings with enterprise representatives.

f) To contribute to the resolution of problems arising between the student and the enterprise during applied education or to submit the matter to the relevant academic unit administrator.

Duties and Authority of the Enterprise; Use of University Facilities

ARTICLE 8 – (1) The duties and authority of an enterprise that cooperates to provide vocational training in enterprises or internships are as follows:

a) Taking into account the number of students who will carry out applied education within the enterprise, to assign a sufficient number of trainer personnel with professional competence in the field.

b) To ensure that applied education activities are conducted in environments in compliance with the provisions of the Occupational Health and Safety Law No. 6331 dated 20/6/2012.

c) To provide occupational health and safety training to students, taking into account the working environment and the nature of the applications in the enterprise.

ç) To pay students a wage in accordance with the relevant provisions of Vocational Education

Law No. 3308.

d) To notify the relevant parties in accordance with the applicable legislation, and on the same day to the higher education institution in which the student is enrolled, of any occupational accidents experienced by students undergoing vocational training in enterprises or internships.

(2) Institutions and organizations with which an applied education agreement is made shall be allowed to benefit, under the most favorable conditions, from the University's library, meeting and conference halls, sports facilities, dormitories, food and beverage facilities, and training programs. The University's lifelong learning programs, corporate training programs, and graduate programs shall be considered within this framework.

(3) Experts of the institutions and organizations with which an Applied Education agreement is made, who are at least university graduates, may serve at the University as adjunct faculty. Although adjunct instructors are part-time academic staff, they are issued University ID cards and may benefit from University facilities like other academic staff.

Duties and Authority of Trainer Personnel

ARTICLE 9 – (1) Students who will undergo vocational training in enterprises or internships shall be under the supervision of trainer personnel assigned by the enterprise, taking into account the opinion of the relevant commission, and who possess professional competence in the field.

(2) The duties and authority of trainer personnel are as follows:

a) To ensure that students perform and maintain their applied education in accordance with the prepared training plan.

b) To monitor the attendance of students undergoing applied education, to evaluate excuse leaves, and to enter the attendance record in the University's Student Information System (OIS). If a student is absent without excuse for three consecutive working days, to notify the responsible instructor via the OIS within no later than two days.

c) For each student engaged in applied education, to enter into the system, within no later than seven days after the completion of training, the evaluation form to be prepared at the end of training (including the grade awarded).

ç) To cooperate with the responsible instructor regarding absenteeism, discipline, and other matters related to applied education.

Career Center, Applied Education Coordination and Support Unit

ARTICLE 10 – (1) The administrative unit defined in the fourth paragraph of Article 6 of this directive is the Applied Education Coordination and Support Unit established within the Directorate of the Career Center. Its duties are as follows:

a) To support relevant academic units in the work of finding enterprises where applied education will be conducted.

b) To create an archive regarding institutions where applied education may be conducted.

c) To carry out all studies in fields related to applied education in the Student Information System (OIS).

ç) From the date the students who receive approval for applied education will start enterprise practice, to complete the insurance and remuneration processes through the Secretariats of the relevant academic units and the Directorates of the Human Resources Unit, Student Affairs Unit, and Financial Affairs Unit.

d) In coordination with the Instructor Responsible for Applied Education and the enterprise, to support the smooth conduct of applied education.

e) To contribute to the resolution of problems arising between the student and the enterprise

during applied education, and to notify the responsible instructor when necessary.

f) To conduct enterprise inspection visits during applied education. To report observations to the responsible instructor.

g) To carry out other duties assigned by the Director of the Career Center.

Responsibilities of Students

ARTICLE 11 – (1) Students undergoing vocational training in enterprises or internships:

a) Perform the duties assigned to them in the enterprise.

b) In addition to the provisions of the “Student Disciplinary Regulation of Higher Education Institutions,” are obliged to comply with the working, disciplinary, and occupational safety rules of the enterprise where they carry out applied education.

c) Notify the responsible instructor and the trainer personnel of all excuses and requests related to vocational training in the enterprise or internship. In cases that require leaving the enterprise, they must obtain permission from the enterprise.

ç) In procedures related to leave or absenteeism during applied education, are subject to the regulations and directives published by the University and the official working rules of the enterprise.

d) Students whose behavior is contrary to the relevant regulations and directives or to the official working rules of the enterprise shall be evaluated as unsuccessful in applied education.

e) Students may not change the enterprise where they carry out applied education without the knowledge of the relevant academic unit.

f) Students who fail to attend applied education without excuse shall be deemed unsuccessful. Those who are unsuccessful must repeat their applied education at their own means.

g) Students’ individual excuses arising from the workplace shall be evaluated and concluded by the decision of the academic unit’s administrative board upon the student’s written application.

h) Students must use with care all kinds of tools and equipment used for applied education. They are personally liable for damage caused to tools and equipment due to negligence, carelessness, or irresponsibility.

i) If a student placed in an enterprise fails their training due to their own fault and needs to repeat applied education at an enterprise, the student shall be required to find a suitable enterprise themselves.

j) A student who will carry out applied education shall comply with the working conditions and hours of the relevant institution and shall spend the applied education period working at the institution.

CHAPTER THREE

Vocational Training in Enterprises, Internship, and Applied Course

Vocational Training in Enterprises

ARTICLE 12 – (1) At Beykoz University, the total workload-based credit of the Vocational Training in Enterprises course is 22 ECTS and is completed as 70 working days of actual work in the enterprise. If Saturdays and Sundays are actually worked and this is documented by the enterprise, they are counted as working days. Days missing due to leave, assignment,

medical report, or excuse shall be completed.

(2) Under similar conditions, the student may also complete vocational training in enterprises abroad on their own means or within the scope of Erasmus internship mobility. The procedures of students who wish to fulfill the cooperative education obligation within the scope of Erasmus internship mobility shall be carried out by the University's Erasmus Coordination Office in accordance with the rules set by the European Commission and the Turkish National Agency (Presidency for EU Affairs, Center for EU Education and Youth Programs). Insurance procedures for vocational training in enterprises to be carried out abroad shall be fulfilled depending on the existence of a social security agreement between the country of residence and Türkiye. Within this framework, for these students, occupational accident and occupational disease insurance and general health insurance shall be paid by the University within certain limits. Insurances other than those arranged within this paragraph shall not be under the responsibility of the University.

(3) For the courses included within the structure of Vocational Training in Enterprises, curricula shall be created in the relevant semesters—3rd or 4th semester in associate degree programs and 7th or 8th semester in undergraduate programs—by the decision of the boards of the relevant academic unit.

(4) Within the curriculum structure of Vocational Training in Enterprises, in associate degree programs, in addition to the 22 ECTS vocational training in enterprises application, the courses “Atatürk’s Principles and History of Reforms” and “Turkish Language” are included; in undergraduate programs, in addition to the 22 ECTS vocational training in enterprises application, a “Graduation Project” worth 8 ECTS is included.

(5) These curricula become final with Senate approval and are announced to students in the ECTS Information Package/Course Catalogue.

Internship

ARTICLE 13 – (1) At the University, the implementation of the “Vocational Training in Enterprises” curriculum defined in Article 12 of this directive is prioritized. In some programs of the University, in cases of necessity (for example, health programs, psychology program, etc.) where it is not possible to find an enterprise for practice, with the approval of the Instructor Responsible for Applied Education, a curriculum with an emphasis on a 20-working-day internship may be implemented for students.

(2) For the courses included in the curriculum in which the internship course is present, curricula shall be created in the relevant semesters—3rd or 4th semester in associate degree programs and 7th or 8th semester in undergraduate programs—by the decision of the boards of the relevant academic unit.

(3) Students who choose the internship option shall be able to make this choice via OIS as of the end of the 6th semester in undergraduate programs and as of the end of the 2nd semester in associate degree programs.

(4) In the event that a curriculum with an emphasis on internship is implemented, within the curriculum structure of associate degree programs, in addition to a 7 ECTS internship application, the courses “Atatürk’s Principles and History of Reforms” and “Turkish Language,” a “Professional Project” worth 6 ECTS, and two “Applied Courses” worth 9 ECTS in total are included; within the curriculum structure of undergraduate programs, in addition to a 7 ECTS internship application, a “Graduation Project” worth 8 ECTS and three “Applied Courses” worth 15 ECTS in total are included.

(5) In programs within the Faculty of Engineering and Architecture, two internships may be defined in the 6th and 8th semesters, each for 20 working days and each worth 7 ECTS.

(6) As a rule, internships are to be carried out in the semester in which they are included in the

curriculum. They may also be carried out during the summer. However, in cases where the internships specified below are not conducted in months corresponding to the semester or summer vacation, education and training activities continue along with the internship, and the student cannot be made to undertake internship duties on days when they have classes or exams.

a) If the relevant program or enterprise conditions are not suitable, internships may be conducted outside these periods, provided that education and training are not disrupted.

b) If a student who has chosen a curriculum including internship has completed all courses but has not yet completed the internship, the internship may be carried out in any month.

(7) With respect to the wages to be paid to students who undertake internships, Article 25 of Vocational Education Law No. 3308 shall apply.

Applied Course–Oriented Education

ARTICLE 14 – (1) In extraordinary circumstances where the implementations of Vocational Training in Enterprises and Internship defined in Articles 12 and 13 cannot be carried out, an Applied Course–Oriented Education curriculum may be implemented by Senate decision in place of these implementations.

(2) In the event that an Applied Course–Oriented Education curriculum is implemented, within the curriculum structure of associate degree programs, in addition to the courses “Atatürk’s Principles and History of Reforms” and “Turkish Language,” a “Professional Project” worth 6 ECTS, a “Certificate Program Course” worth 7 ECTS, and two “Applied Courses” worth 9 ECTS in total are included; within the curriculum structure of undergraduate programs, in addition to a “Graduation Project” worth 8 ECTS, three “Applied Courses” worth 15 ECTS in total and a “Certificate Program Course” worth 7 ECTS are included.

(3) For the student(s) who must opt for this curriculum, the GPA and course conditions specified in the third and fifth paragraphs of Article 15 of this directive shall not be sought.

CHAPTER FOUR

General Principles for Vocational Training in Enterprises and Internship

Application and Registration

ARTICLE 15 – (1) Vocational training in enterprises or internship shall start in the semester in which it is included in the curriculum of the relevant academic unit program and within the periods of education and training determined in the University’s academic calendar, and shall end at the conclusion of this period. However, depending on the nature of the program and the suitability of enterprise conditions, it may also be carried out during the summer term.

(2) Students may themselves determine the enterprises where they will carry out vocational training in enterprises or internship, or, if possible, they may do so in enterprises to be directed by the relevant academic units in accordance with the provisions of this directive. The enterprises to be determined by students must be found suitable by the responsible instructor.

(3) In order for students to be eligible to apply for vocational training in enterprises or internship, their cumulative grade point average as of the date of application must be at least 1.50.

(4) A student who has been sanctioned with suspension from the University may not apply for vocational training in enterprises during the term of the sanction. If the student is sanctioned during the vocational training in enterprises, they may not continue their training for the duration of the sanction.

(5) Since students are required to be present at the workplace at least four days a week for vocational training in enterprises or internship during academic terms other than summer school, in order to be able to apply for vocational training in enterprises or internship, the number of courses they have failed due to absenteeism or have never taken may not exceed two. Students with more than two such courses must first complete the courses they have not taken or failed due to absenteeism.

(6) During academic terms other than summer school, students may, together with the vocational training in enterprises or internship course, take previously failed courses (FF, FD, NA) in accordance with “Article 20 – Student Workload and Course Taking Conditions” of the Beykoz University Undergraduate and Associate Degree Education and Training Regulation.

(7) If students wish to complete their vocational training in enterprises or internship in summer school outside the semester in which these courses are included in the curriculum, such students may not select other courses in summer school.

(8) The opportunities for completing vocational training at the University are as follows:

a) As auxiliary personnel in administrative units of the University deemed appropriate, with the application of the criteria for vocational training in enterprises and with the approval of the Rectorate,

b) By conducting studies in the field of innovation and entrepreneurship,

c) By contributing to projects, whether internally or externally funded, that are conducted at the University by academic staff and that can be associated with the students’ fields of education.

(9) Cooperation protocols shall be executed with enterprises to which students will be sent for vocational training in enterprises. In cases where it is not possible to sign a protocol, if the enterprise declares that it will accept students, students may be sent for vocational training. For vocational training in enterprises to be carried out abroad, an acceptance letter must be obtained from the relevant enterprise.

(10) After the student has been placed in the enterprise where they will conduct vocational training in enterprises, within the framework of the cooperation protocol concluded with the enterprise and to be signed by the enterprise representative and the student, a cooperative education student contract may be signed which sets forth the obligations of the enterprise and the student.

(11) With the student’s application who has completed all preliminary preparations, from the day on which vocational training in enterprises will begin, the necessary legal procedures shall be carried out by Beykoz University and the enterprise.

(12) Unless otherwise specified in the protocol concluded between departments/programs, a student pursuing double major studies shall complete vocational training in enterprises in both majors.

Assessment and Evaluation

ARTICLE 16 – (1) A student who has obtained the necessary permissions and started vocational training in enterprises or internship prepares, under the guidance of the responsible instructor, the vocational training in enterprises or internship report in the format available on OIS and submits it to the commission and the relevant enterprise for evaluation via OIS within seven days following the end of training. The Commission completes the evaluation

form, assigns a grade, and finalizes it.

(2) Vocational training in enterprises or internship is evaluated as Pass (P) / Fail (F). In order to be successful, students must obtain at least 50 points out of 100. The final grade is the average of the grades awarded by the commission and the enterprise supervisor. For success, each of the two grades must be at least 50. Students who are unsuccessful must repeat their vocational training in enterprises or internship.

(3) Within the scope of applied education, the vocational training in enterprises, internships, and applied courses; the training report, internship report, applied course report to be prepared, and other reports and documents to be produced by the student are subject to plagiarism checks. In this regard, the Beykoz University Directive on Scientific Research and Publication Ethics and the Beykoz University Academic and Technical Writing Principles shall apply.

(4) Within the scope of applied education, the vocational training in enterprises, internship, and applied courses; the vocational training report, internship report, applied course report, and other reports and documents to be produced and submitted by the student shall be subject to the Beykoz University Academic and Technical Writing Principles. Moreover, at the academic-unit or program level, a writing guide for the vocational training report in enterprises, a format for the internship report, a format for the applied course report, and other writing guidelines may be established.

Recognition of Prior Applied Education

ARTICLE 17 – (1) A student who transfers horizontally or vertically and who has completed vocational training in enterprises or internship at their previous university may be exempted from vocational training in enterprises or internship, taking into account the equivalence of duration and ECTS credits.

(2) Students who have worked or are working in a job related to the program in which they are enrolled may apply for recognition of prior learning within the scope of internship practice, provided that they document their periods of employment and titles. The relevant adaptation (intibak) commission examines such applications and decides accordingly. For students for whom the adaptation commission has made a favorable decision, only assessment and evaluation procedures shall be conducted in accordance with the relevant provisions of this directive.

Fees and Insurance

ARTICLE 18 – (1) The fees for Vocational Training in Enterprises or Internship are paid within the scope of the tuition fee for the semester in which the courses are included.

(2) Students who have not taken the vocational training in enterprises or internship course within the normal period of education and training and who are within the maximum period shall pay the fee determined for registration in the vocational training in enterprises or internship course.

(3) Students who are within normal periods of study are obliged to pay the fees for vocational training in enterprises and internship in their respective terms; therefore, they may apply during summer school without paying a fee. The evaluation of vocational training in enterprises and internship conducted during the summer term shall be made by the enterprise during the summer term, and by the University as a result of the student's selection of the course in the relevant term and application to their academic unit for adaptation; the commission shall evaluate and finalize it with a grade.

(4) Pursuant to Article 25 of Vocational Education Law No. 3308 and subparagraph (b) of the

first paragraph of Article 5 of the Social Insurance and General Health Insurance Law No. 5510, for students receiving vocational training in enterprises, occupational accident and occupational disease insurance and sickness insurance, and for students undertaking internships, occupational accident and occupational disease insurance shall be paid by the University. For interns who are not dependents of an insured, general health insurance provisions shall also apply. Premiums to be paid within the scope of this paragraph shall be covered by higher education institutions pursuant to subparagraph (e) of the first paragraph of Article 87 of Law No. 5510.

(5) Pursuant to Article 25 of Vocational Education Law No. 3308, in the event of occupational accidents and occupational diseases occurring due to the fault of the enterprise where vocational training in enterprises or internship is conducted, the enterprise shall be liable.

Optional Internship

ARTICLE 19 – (1) Students may undertake an optional internship of up to a maximum of 30 days outside the internship defined in Article 13 and included within the curriculum. The occupational accident and occupational disease insurance premiums for the optional internship shall be paid by the University within the scope of Article 5 of the Social Insurance and General Health Insurance Law No. 5510.

(2) In order for students to be eligible to apply for an optional internship, their cumulative grade point average as of the date of application must be at least 1.50.

(3) Qualified optional internships may be evaluated, within the scope of “Recognition of prior learning, course exemption, and adaptation” defined in Article 29 of the Beykoz University Undergraduate and Associate Degree Education and Training Regulation, as equivalent to the internship under Article 13. For this, the student’s application to the relevant academic unit and the favorable decision of the board of the relevant academic unit are required.

(4) Under no circumstances may optional internships be adapted (counted) towards the vocational training in enterprises option defined in Article 12.

(5) During the optional internships defined above, in addition to the provisions of the “Student Disciplinary Regulation of Higher Education Institutions,” the student is obliged to comply with the working, disciplinary, and occupational safety rules of the enterprise where the internship is conducted.

Applied Course

ARTICLE 20 – (1) As a rule, an applied course shall be conducted on the days and at the hours specified in the timetable within the scope of the relevant course. However, if deemed necessary, the applied course may be conducted at times different from the days and hours specified in the timetable.

(2) The calculation of the ECTS credits for an applied course is made within the calculation of the ECTS credits of the course to which it is related; a separate ECTS calculation is not made.

(3) Evaluations related to the applied course are made within the scope of the course to which it is related, by the relevant course instructor(s).

(4) No remuneration is paid to students who carry out applied education within the scope of an applied course.

(5) Students who take an applied course are not deemed insured within the scope of subparagraph (f) of the first paragraph of Article 6 of the Social Insurance and General Health Insurance Law No. 5510.

CHAPTER FIVE

Miscellaneous and Final Provisions

Repealed Directive

ARTICLE 21 – (1) The Beykoz University Directive on On-the-Job Applied Education has been repealed.

Adaptation

ARTICLE 22 – (1) For students who selected the On-the-Job Applied Education course prior to the 2021–2022 academic year, the provisions of the repealed Beykoz University Directive on On-the-Job Applied Education shall apply.

Entry into Force

ARTICLE 23 – (1) This directive enters into force as of the 2021–2022 academic year. For matters not regulated in this directive, the provisions of the Beykoz University Undergraduate and Associate Degree Education and Training Regulation, Vocational Education Law No. 3308, Social Insurance Law No. 506, and the Framework Regulation on Applied Education in Higher Education shall apply.

Execution

ARTICLE 24 – (1) The provisions of this directive shall be executed by the administrators of the relevant academic units.