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KARADENİZ TECHNICAL UNIVERSITY
FACULTY OF TECHNOLOGY
DIRECTIVE FOR WORKPLACE TRAINING

ARTICLE 1- Aim: The purpose of this Directive is to determine the application principles of Workplace Training in the education program in the Of Faculty of Technology at Karadeniz Technical University.

ARTICLE 2 - Scope: This directive covers the practices and principles regarding the workplace training of the students at Karadeniz Technical University, Of Faculty of Technology.

ARTICLE 3 - Basis: This directive has been prepared based on the provisions of the Vocational Education Law No. 3308, the Social Insurance and General Health Insurance Law No. 5510, the Higher Education Law No. 2547 and the Regulation on Karadeniz Technical University Associate and Undergraduate Education, Examination, and Student Affairs.

ARTICLE 4 - Definitions: Wherever in this Directive the below terms appear, they shall be taken to refer to the following:

- 1) **Department:** Departments affiliated to Karadeniz Technical University Faculty of Technology,
- 2) **Dean:** Dean of Karadeniz Technical University Faculty of Technology,
- 3) **Supervising Faculty Member / Academic Staff:** Faculty member/staff recommended by the chairmanship of the relevant department and assigned by the dean of the faculty, who is assigned to supervise the student by going to the workplace training places or using communication tools when necessary for the determination of work areas, planning, coordination, implementation, and monitoring of the training,
- 4) **Faculty:** Karadeniz Technical University, Faculty of Technology,
- 5) **Faculty Board for the Implementation of Workplace Training:** In Karadeniz Technical University Faculty of Technology, a board formed by the faculty industry coordinator and department chairs to follow and manage the processes related to workplace training and chaired by the faculty industry coordinator on behalf of the dean,
- 6) **Department Commission for Workplace Training:** a commission appointed by the Faculty Workplace Training Implementation Board for the management and administration of workplace training processes specific to each undergraduate degree program and chaired by the department chair of each undergraduate degree program, consists of 3 principal members and 2 alternate members from the academic staff of the respective undergraduate program,

- 7) **Faculty-Industry Coordinator:** The deputy dean of the faculty assigned by the dean to coordinate workplace training,
- 8) **Faculty Board** Karadeniz Technical University Faculty of Technology Faculty Board,
- 9) **Faculty Administrative Board:** Karadeniz Technical University Faculty of Technology, Faculty Administrative Board,
- 10) **Workplace** Public and private institutions and organizations that produce goods and services, which are physically and qualitatively sufficient, where students can practice in accordance with the requirements and learning outcomes of the undergraduate program in which the student is trained; where faculty students reinforce their knowledge and experience gained during their education through workplace training,
- 11) **Workplace Training:** Workplace training lasting one semester, the application principles of which are specified in this Directive,
- 12) **Workplace Training Officer:** The engineer staff of the organization where the workplace training is implemented, responsible for the training of the students in the workplace, who is at least a bachelor's degree graduate of the relevant program,
- 13) **Workplace Training Manager:** The official who signs the workplace training protocol on behalf of the organization where the workplace training will be implemented,
- 14) **Student:** The student of Karadeniz Technical University Of Technology Faculty who is practicing the workplace training,
- 15) **Protocol** A goodwill document signed by the dean and the workplace manager that sets out the principles regarding the workplace training practice,
- 16) **Contract:** The acceptance document that regulates the relations between the student and the workplace in the workplace training practice and is signed by the student, the head of the department (supervising faculty member / staff member on behalf of the department) and the workplace training authority,
- 17) **University:** Republic of Türkiye Karadeniz Technical University.

ARTICLE 5 - Definition of Workplace Training and General Principles

- 1) In order to graduate, students are required to do workplace training within the framework of the provisions of this Directive.
- 2) Workplace Training is the activity of providing students with practical experience related to the undergraduate program they are studying. The aim of workplace training is to provide students with;
 - a) the workplaces related to the undergraduate programs,
 - b) the opportunity to increase their knowledge and experience related to their diploma programs by observing the hierarchical responsibilities, relationships, organizational structure, work discipline, practice and closely monitoring the functions of the sector employees in the workplaces where they will work in order to reinforce the knowledge and experience they have gained during their education period,

- c) the ability to use the theoretical knowledge they have received and transfer it to practice,
 - d) the habit of working in harmony with the staff of the institution where they do workplace training and to establish good communication with other people (customers or other institutions) related to the enterprise,
 - e) the ability to recognize the technological changes in the sector by watching them on site.
- 3) Students must do their workplace training in a workplace that operates in a field related to their department and has at least one engineer related to that field.
 - 4) The duration of workplace training is at least 14 weeks. One full working day is 8 hours. Students must comply with the working hours of the place where they will do workplace training. It is essential that workplace training is uninterrupted. However, in mandatory cases, with the approval of the commission, workplace training can be done in different time periods and in different workplaces, provided that it is announced to the students in advance. During the midterm week of the semester, they must submit two reports: an interim report and an end-of-semester final report.

ARTICLE 6 - Duties, Authorities and Responsibilities

1) Duties of the Dean Regarding Workplace Training:

- a) To be the highest authority and manager of the workplace training practice,
- b) To form the Faculty Board for the Implementation of Workplace Training and to assign the faculty-industry coordinator,
- c) To approve the workplace training protocol with workplaces,
- d) To take the necessary measures for the complete start, continuation, and completion of workplace training.

2) Duties of the Faculty Industry Coordinator:

- a) To chair the Faculty Board for the Implementation of Workplace Training,
- b) To make necessary negotiations and correspondence with workplaces,
- c) To ensure coordination between undergraduate programs on workplace training and between the faculty and workplace training institutions,
- d) Improve inter-institutional communication to find new workplace training institutions in the public or private sector,
- e) To ensure that the results of workplace training are notified to the Student Affairs and announced in the relevant places according to the evaluation of the workplace training commissions,
- f) To participate at the highest level in the solution of the problems related to the workplace training of the faculty students in each undergraduate program or the institutions where workplace training is carried out.

3) Duties of the Faculty Board for the Implementation of Workplace Training:

- a) Preparing and updating the workplace training protocol,

- b) To plan and follow the insurance procedures and studies of students who will do workplace training.
- c) To coordinate and ensure harmony between workplace training commissions in order to carry out workplace trainings effectively and efficiently,
- d) To organize introductory and guiding meetings to ensure that faculty students receive the necessary preliminary information in order to carry out workplace training and practice in line with the provisions of this directive,
- e) To organize the printed documents to be used in workplace training (student application form, workplace training commission evaluation form, workplace training protocol, workplace training fee schedule, workplace training notebook, workplace training evaluation form, etc.) to be arranged, printed and ready on time,
- f) To cooperate with the relevant units in providing workplace training places for students,
- g) Supervising the work of the workplace training commission,
- h) To organize surveys, interviews and practices related to workplace training if deemed necessary,
- i) To examine and accept the workplace training files prepared by the department workplace training commissions.

4) Duties of the Department Commission for Workplace Training:

- a) To determine the enterprises that will provide workplace training and to take the necessary initiatives to make protocols with these workplaces,
- b) To distribute students to workplace training places,
- c) To determine and announce the scope of the daily, weekly and monthly work activities and the content of the workplace training file to be prepared by the students during the workplace training and to announce it to the students,
- d) To meet before the start of the fall semester of each academic year and to make preparations for that semester,
- e) To fulfill the duties to be determined by the Faculty Board for the Implementation of Workplace Training to which they are affiliated,
- f) To take the necessary measures for the regular continuation of workplace trainings in accordance with the procedures and provisions of the regulations and directives,
- g) To solve the problems and issues that may arise in relation to workplace training and forward the unsolvable problems to the Faculty Board for the Implementation of Workplace Training,
- h) To evaluate the workplace training evaluation forms and workplace training reports of the students doing workplace training and to determine the success of the students' workplace training.

5) Duties of the Supervising Faculty Member:

- a) To monitor the work of students who continue their workplace training in the province or outside the province at regular intervals, to eliminate any problems and to supervise whether the work is carried out in accordance

with the directive.

- b) As a result of each audit, to organize the workplace training audit form and submit it to the department workplace training commission or the relevant department,
- c) To submit the audit activity report to the relevant department.

6) Responsibilities of the Workplace Regarding Workplace Training:

- a) To make the necessary efforts to ensure that students receiving workplace training benefit from the accommodation, nutrition and social facilities provided to their own staff by the workplace that will accept students for workplace training,
- b) Assigning a workplace training manager to ensure that the student's workplace training is carried out in accordance with the principles of this directive and the rules of the workplace,
- c) To approve the workplace report evaluated and signed by the Workplace Training Officer,
- d) Filling out the workplace training evaluation form of the student who has completed the workplace training and submitting it to the relevant department confidentially in a sealed envelope,
- e) Notifying the relevant department about situations that may pose a risk to the student, such as workplace training, work accidents, and disciplinary offenses.

7) Responsibilities of the Workplace Training Officer Regarding Workplace Training:

- a) To ensure communication between students and the workplace,
- b) To ensure that the theoretical and practical knowledge and skills that students have received at the faculty are reinforced by practical work in the business environment,
- c) Assigning daily, weekly, and monthly work plan and responsibility to the student,
- d) Being the student's only management contact in the workplace,
- e) Preventing students from being assigned to jobs that are incompatible with the program they are studying and that may cause health problems,
- f) To transfer professional formation and discipline to students,
- g) To supervise and approve the student's daily workplace training file and the activities carried out by the student,
- h) To submit the evaluation form to the faculty At the end of the workplace training.

ARTICLE 7 - Determination of workplace training quotas and locations

- 1) Workplace training quotas are determined as a result of correspondence with the workplace. The places where students will do workplace training are determined by the Department Commissions for Workplace Training, taking into account their education and practice status. Students are obliged to do their workplace training in the workplaces determined by protocols and the Department Commissions for Workplace Training.

- 2) Students can also conduct workplace training in places they will determine themselves by obtaining the approval of the workplace training commission. Workplace training of students who conduct workplace training in places where approval has not been obtained is deemed invalid.

ARTICLE 8 - Duties, Responsibilities and Rules to be followed by Students during Workplace Training

- 1) In workplace training, the provisions of the Disciplinary Regulation of Higher Education Institutions also apply in the workplace.
- 2) In order to start workplace training, students must have a GPA of at least 1.80, have no courses that require compulsory attendance, and have completed at least 30 working days of compulsory summer internship.
- 3) Students are obliged to do their workplace training in institutions with signed protocols. However, if accepted by the department commission, workplace training can be done in the institution or enterprise they find themselves.
- 4) Students must comply with the legislation, working conditions, disciplinary and occupational safety rules of their workplaces. Students may not engage in actions such as strikes, demonstrations, marches and work slowdowns.
- 5) Students are under the supervision of the workplace training officer during the workplace training period. Students are obliged to do and participate in the work given by the workplace training officer during the workplace training.
- 6) The university is not responsible for any material damages that may occur due to careless and irresponsible behavior of students.
- 7) Students cannot interrupt their workplace training and change their workplace without informing and obtaining approval from the Workplace Training Commission, otherwise the workplace training will be deemed invalid.
- 8) Students are required to attend at least 80% of the workplace training. Students must comply with the working hours of the workplace. Students cannot take leave during workplace training unless it is compulsory. If necessary, permission is taken from the workplace one day in advance. When the number of days of leave used exceeds 20% of the workplace training period, or students who are absent without permission or excuse, this situation is reported to the department commission for workplace training by the workplace, and the students' workplace training is canceled.
- 9) Absence from work due to illness is not permitted unless a medical report is obtained. If the duration of the report exceeds 20% of the workplace training period, the workplace training period must be extended for the duration of the excess period. Otherwise, the workplace training is invalid and the student is considered unsuccessful.
- 10) In the audits carried out by the supervising academic staff at the workplace, the workplace training of the students who are not present at the workplace in 20% or more of the audits is deemed invalid.
- 11) The University is not obliged to pay a fee to students. The financial relations between the students and the workplace do not impose any obligation on the University.

- 12) The student cannot participate in the night shift at the workplace.
- 13) Students present their work to the department commission with two reports, a midterm report during the midterm week and a final report during the final week.

ARTICLE 9 - Workplace training guide

1) A workplace training guide is prepared by the Department Commission for Workplace Training of the Faculty in accordance with their departments, taking the opinions of other faculty members in the department, obtaining the approval of the Departmental Academic Board and ensuring that students have access to this guide. Each department shall determine the content and features of the guide in accordance with the engineering education it provides. In this guideline, the criteria for a suitable workplace, registration of workplace training as a course, implementation of workplace training, evaluation of workplace training, objection to evaluation results and graduation issues, conditions and rules are explained. In the annex of the guideline, there are examples of workplace training application letter, workplace training petition, workplace protocol, workplace training flow chart, workplace training audit form, workplace training evaluation form and workplace training report.

ARTICLE 10 - Workplace training evaluation form

- 1) Students are obliged to give the "Workplace Training Evaluation Form" to the workplace authority at the beginning of the workplace training and at the end of the workplace training, to ensure that this form is sent by the workplace authorities to the address of the Workplace Training Commission Presidency of the relevant department by "registered" mail in CONFIDENTIAL or hand delivered in a sealed and signed envelope. The sections related to the company in the workplace training evaluation form must be filled in and approved by the workplace.

ARTICLE 11 - Workplace training report

- 1) Students are obliged to prepare workplace training reports in the form and content specified in the workplace training guide and submit them to the department. The workplace training studies of the students who do not submit the workplace training report to the department in due time are considered invalid and unsuccessful. Workplace training reports are submitted to the department within 15 days at the latest after the end of the workplace training.
- 2) The workplace training report should include theoretical and practical general information about the work and the workplace during the workplace training. The content of workplace training should not be basic information taken from books. Workplace training should include definitions and production processes specific to the workplace.
- 3) The workplace training report must be filled in day by day at the place of workplace training and approved by the workplace training authority. The signature and stamp of the approving person must appear at the bottom of

each page.

- 4) In the report, the title of each section shall be written in capital letters and left justified. Sub-headings shall be written in lower case and underlined, with each word starting with a capital letter. The first page of each section must bear the signature of the workplace manager and the official seal of the workplace.
- 5) Workplace training reports must be prepared in computer. Times New Roman (12-point font) should be used in writing. Maximum 12 font size and minimum 8 font size can be used when writing inside the tables. In writing, 3.0 cm of space should be left on the top and left edges of each page and 2.5 cm on the bottom and right edges. In report writing, all lines should start at the end of the left margin and the text should be written on both sides. Paragraphs should not start from the inside. Single line spacing should be used in writing. Figure and table captions, as well as citations, footnotes, and reference lists, should be single-spaced. There should be a single blank line between section titles and sub-section titles, and between the first paragraph following them and subsequent paragraphs. Each section should always start on a new page.
- 6) The drawings and diagrams to be attached to the report must comply with the Technical Drawing rules (no photocopies). In addition, all kinds of documents related to the work done and other information and documents to be processed by the Department Commission for Workplace Training are also attached to the workplace training file.
- 7) In the conclusion section to be prepared after the completion of the workplace training, a general evaluation of the workplace training is made by the students.
- 8) The report should also be saved on CD/DVD.

ARTICLE 12 - Application for Workplace Training and Starting Workplace Training

- 1) Through the faculty industry coordinator, department commissions for workplace training establish relations with the administrations of institutions and organizations that determine how many quotas will be given to which engineering programs for workplace training.
- 2) A protocol is signed by the faculty dean's office with the workplaces that will provide quotas for workplace training.
- 3) Every year, the faculty announces the positions and quotas for each department.
- 4) From the list of workplaces, students make as many choices as announced.
- 5) Priority in placement in workplaces with high student preference is planned according to the academic success of the student.
- 6) Department commissions for workplace training meet and distribute the students to the workplaces suitable for their preferences and announce them to the students.
- 7) If necessary, the department commission for workplace training may offer the student to train in a workplace that the student does not prefer.

- 8) Students are obliged to comply with the final placement decision of the department commission for workplace training and to conduct their workplace training at the workplace determined by the commission.
- 9) Students can object to the lists within 5 days. The objections are decided by the workplace training board within 15 days at the latest from the date of objection.
- 10) Students assigned to workplaces, the faculty industrial coordinator, and the workplace training authority sign the workplace training contract.
- 11) The contract is reproduced in 3 copies. One copy of the contract is kept at the workplace, the other copy is kept at the Faculty Board for the Implementation of Workplace Training, and the last copy is given to the student.
- 12) The start date for workplace training is the date specified in the contract.
- 13) The workplace trainings of students who do not do the above-mentioned procedures or do them incompletely are deemed invalid. Students are obliged to take and complete their workplace training within their maximum education period.
- 14) Students must register for the semester in which they will do workplace training.
- 15) Pursuant to Article 5(b) of the Social Security and General Health Insurance Law No. 5510, "Work Accident and Occupational Disease Insurance" must be provided to all students subject to compulsory workplace training. Insurance premiums will be paid by the University. For those who are not dependents, general health insurance provisions are also applied. For this reason, students who will do workplace training must submit the documents requested from them in full in order for their insurance procedures to be carried out.

ARTICLE 13 - Evaluation of Workplace Training

- 1) Students' workplace training activities are evaluated separately by the workplace and department workplace training commission.
- 2) Students' Workplace Training Evaluation Forms and Workplace Training Reports are examined by the Department Commission for Workplace Training, taking into account the information, documents, preparation, audits carried out in the workplace and the results of the interview with the workplace training authorities. The Commission may decide that the entire workplace training is considered successful or unsuccessful.
- 3) If deemed necessary, the Department Commission for Workplace Training may take students to an interview and/or written exam about practical studies. In cases where the Commission does not deem the workplace training report sufficient, it may request the report to be corrected or rewritten. Students who are asked to correct or rewrite the report must prepare and submit their reports within the period given by the Workplace Training Commission, otherwise their workplace training will be considered unsuccessful.

- 4) Students who do Workplace Training are evaluated with the grade given separately by the supervising academic staff and the Workplace Training Officer. In the evaluation, the overall grade point average is evaluated with the grade given by the 50% supervisor instructor and 50% workplace officer. In order for the student to be considered successful, the grade point average must be at least 60. The unsuccessful student takes the workplace training again.
- 5) The workplace training of students who prepare workplace training reports that are very similar to each other, consist of the same information in the textbooks or can be considered as copies, are considered unsuccessful regardless of the Workplace Training Evaluation Forms.
- 6) Students whose Workplace Training Evaluation Form is not received by the Department Workplace Training Commission by the specified date are not accepted for workplace training.
- 7) As a result of the examination of workplace training reports, students who falsify workplace training documents or who are found to have prepared and submitted a workplace training report even though they did not attend the workplace training are investigated within the framework of the Student Disciplinary Regulation of Higher Education Institutions.
- 8) The evaluation results of the workplace training are announced at the latest two months after the submission of the workplace training reports. Workplace trainings are evaluated as "Successful" or "Unsuccessful". In case of failure, workplace training is repeated until being successful. In case of failure, no exam right is given. Students who have only workplace training left for their graduation or students who are determined to have no attendance obligation from any course in the semester they want to do workplace training may be given the right to apply workplace training in the relevant semester and summer semester with the approval of the Department Commission for Workplace Training.
- 9) The evaluation of the workplace training is concluded with the signing of the Workplace Training Evaluation Form by the Department Commission for Workplace Training.
- 10) Students can object to the results of workplace training evaluation by submitting a petition to the relevant department within 5 working days from the announcement. Upon the objection, the Department Commission for Workplace Training makes the necessary examinations within 10 working days at the latest after the issue is submitted to them and notifies the relevant department in writing and with justification.
- 11) The validity of the workplace trainings of students from other higher education institutions at the faculty they come from is decided by the Faculty Administrative Board by taking the opinion of the Department Adjustment Commission.

ARTICLE 14 - Remuneration of Workers in Workplace Training

- 1) The Supervising Faculty Member is paid five hours of course fee per week for the students he/she is assigned, regardless of the number of students, which is the credit of the course (Workplace training 5+0). This fee is evaluated in return for the time spent in supervision activities.
- 2) The Auditor Faculty Member is paid travel and per diem for out-of-province auditing duties in line with the university and faculty facilities.

ARTICLE 15 - Matters not included in the Directive: Karadeniz Technical University Regulation Governing Associate and Undergraduate Education, Examination, and Student Affairs and other relevant legislation shall apply to the matters not included in this Directive.

ARTICLE 16 - Validity: The provisions of this Directive enter into force as of the date of adoption by the Senate of Karadeniz Technical University.

ARTICLE 17 - Implementation: This Directive is executed by the Dean of Of Technology Faculty on behalf of the Rector of Karadeniz Technical University.