(Senate Resolution dated 25.12.2018 no. 14)

(Senate Resolution dated 21.03.2017 no. 04)

# ATILIM UNIVERSITY

# DIRECTIVE ON COOPERATIVE EDUCATION

**SECTION ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1-** The purpose of this Directive is to regulate the principles regarding the Cooperative Education Program based on collaboration and cooperation with business world to be implemented by the departments of Atılım University.

# Scope

**ARTICLE 2 -** This Directive covers the principles regarding application, admission, admission conditions and evaluation of Atılım University students for Cooperative Education.

# Basis

**ARTICLE 3 -** This Directive is prepared on the basis of Article 14 of Higher Education Law dated 4/11/1981 no. 2547.

# Definitions

**ARTICLE 4 -** The definitions for this Directive are:

**Department:** The departments of Atılım University;

**School Cooperative Education Commission:** The commission consisting of cooperative education coordinators of the University departments at each school;

**School:** The Schools of Atılım University;

**Coordinator:** The Cooperative Education Coordinator of Atılım University Departments;

**Cooperative Education:** Education based on the cooperation with the business world and the industry;

**Cooperative Education Student:** The students participating in the Cooperative Education program;

**Cooperative Education Student:** The document detailing the conditions to implement the Cooperative Education program, signed by the President and the officials from the relevant companies;

**President:** The President of Atılım University;

**University:** Atılım University.

# SECTION TWO

**Implementation Principles and Terms of Application**

**Implementation principles**

**ARTICLE 5 - (1)** The Cooperative Education program consists of uninterrupted workplace training of 6 to 7 months carried out at contracted companies by means of combining the summer period with previous or next semesters.

1. The program covers Semester 6 and the summer period afterwards, or the summer period at the end of Semester 6, combined with Semester 7.
2. The program is an integral part of the period of study and the curriculum, and course load may not exceed 30 ECTS except for internship courses.
3. Schools shall determine the curriculum for Cooperation Education, as well as the courses and their equivalents and submit them to the President’s Office upon the resolution by the school board. After the approval of the Course Curriculum by Departments for Cooperative Education by the Senate, departments may launch Cooperative Education.

# Terms of Application and Eligibility

**ARTICLE 6 - (1)** Cooperative Education is an elective program. Students may apply to the Cooperative Education Program as a part of their current program. The criteria for application are:

* 1. Departments are required to have implemented the Cooperative Education Program and have contracted companies for workplace training;
	2. Student GPA must be 2.00 or higher;
	3. Students must complete all courses taken before the semester of application.
1. **(Amended: Senate Decision dated 25.12.2018 no. 14)** The application dates for the Cooperative Education Program are announced on the University web site. Students are required to fill out the application forms and submit them to the Directorate of Career Planning and Cooperative Education within the dates announced. Applications not submitted within the application dates shall not be accepted.
2. Cooperative Education applicants are assessed by the department and the relevant school boards. At most twice (2x) the number of students demanded by the company are listed with respect to success/ preference, and the list is submitted to the workplaces by the Directorate of Career Planning and Cooperative Education.
3. The Directorate of Career Planning and Cooperative Education announces the students approved by the relevant company and submits the names to the Directorate of Student Affairs. These students are deemed eligible to register in the program unless they notify their renunciation to the Directorate of Career Planning and Cooperative Education in written within 7 days following the announcement day.
4. Non-registering Cooperative Education students are dismissed from the program and may not participate in the program again.
5. In order to maintain the integrity of the program, students take the entirety of the cooperative education courses in one semester and may not add or drop any course or suspend their studies. Moreover, students may not take any other courses, including those outside of the Cooperative Education Curriculum or those from other universities.

# SECTION THREE

**Process and Evaluation**

**Process and evaluation**

**ARTICLE 7 - (1)** The instructors determined by the internship coordinator of the department shall visit the students at their workplace at least once during the semester and at least once during the internship.

1. Student grades on courses and conduct are given in line with the evaluation visits and especially with the supervision of the workplace coordinator.
2. Students failing to start or participate in workplace training are given an FF or an NA for all courses except internship studies and are transferred from the Cooperative Education program to their regular Major program in the beginning of the next semester. The department internship coordinator shall decide on whether to deem the employment to count towards internship studies, taking into the consideration their evaluation of the student application. Such students may not apply to the program again.

# The cooperative education program process (Semester 6 + internship)

**ARTICLE 8** - **(1)** Program students shall take the Cooperative Education courses in the Cooperative Education curriculum of their own department and the other practice/application courses, as well as the internship course in the registration period of Semester 6, and initiate their cooperative education process.

1. At the end of Semester 6, these students shall be given the letter grade I **(incomplete)** in cooperative education courses except for the internship course. With the completion of the internship studies and, of course, the Cooperative Education process, the letter grade of **I** shall be replaced with actual grades. Cooperative Education courses may not be graded with a **W**.
2. Students starting the process may not take courses from their department, if they renounce the program during the semester. These students are graded an **FF** for the courses of their Cooperative Education program, and transferred to their regular Major program from the Cooperative Education program in Semester 7. Such students may not apply to the program again.
3. On the condition that the participation of these students in the program exceeds their internship period, the internship coordinator of the relevant department shall decide whether to accept the completed period as internship studies.
4. Students who complete the process successfully continue their studies in their departments as of Semester 7.

# The cooperative education program process (internship + Semester 7)

**ARTICLE 9 - (1)** These students of the Cooperative Education Program begin the Cooperative Education process by going to their workplaces after Semester 6. They take the course relating to their completed Internship studies in Semester 7.

1. At internship supervisions;
	1. Students failing to start their employment, or have records of absence at their workplaces shall be dismissed from the program and their internship shall not be accepted.
	2. Students failing at their workplaces shall also be dismissed from the program; however, internship coordinators shall evaluate their internships as regular internships.
	3. These students may not apply to the program again, and they are to continue their regular program from Semester 7.
2. In the events where students renounce the program before starting their semester of Cooperative Education, their internship studies shall be evaluated by the relevant department internship coordinator on the basis of their internship documents. They may not apply to the program again. They are to continue their regular Programs from Semester 7.
3. The students completing their internship period successfully shall take cooperative education courses and other specified practice/application courses in the registration period for Semester 7.
4. Students starting the process may not take courses from their department, if they renounce the program during the semester. These students are graded **FF** or **NA** for the courses of the Cooperative Education Program. These students are dismissed from their Cooperative Education Program, to study the regular program of their majors from Semester 8. These students may not apply to the program again.
5. Students who complete the process successfully continue their studies in their departments as of the 8th semester.

**SECTION FOUR**

**Miscellaneous Provisions**

# Documents to be submitted to workplaces

**ARTICLE (10)-** Cooperative Education Students shall send the relevant documents to the Directorate of Career Planning and Cooperative Education. All bureaucracies shall be handled by the Directorate in question.

# Disciplinary Provisions

**ARTICLE (11)-** The provisions of the Student Disciplinary Regulation for Higher Education Institutions shall be applied for students participating in the program. However, students must comply with the disciplinary and occupational safety rules of their workplace. Students absent from workplace training for more than 3 days without any permission or excuse or those absent from cooperative education courses for more than 4 days shall be dismissed from the program immediately and the Directorate shall be informed accordingly.

**Workplace cooperative education coordinators and their duties**

**ARTICLE (12)-** Students shall work under the supervision of the workplace Cooperative Education Coordinator appointed by the company during the program. Workplace cooperative education coordinators shall ensure that students:

* 1. Are engaged in works related to the Cooperative Education Program and their field;
	2. Carry out activities complying with the objectives of the Cooperative Education Program;
	3. Work in compliance with occupational discipline and safety rules. Coordinators shall evaluate performance of students and submit written reports to department coordinator.

# Cases of illnesses and accidents

**ARTICLE (13) –** Full names of students and details of any disease or accident shall be notified to the Directorate in cases where students become ill for more than seven days or have an accident. If the total absence period of students, including sick leaves, exceeds 30% of their practice period, students are to fail due to absence.

# Benefits for students

**ARTICLE (14)-** Companies may:

1. Grant a salary to cooperative education students;
2. Provide students with social services and other benefits given to workers. However, students may not benefit from the aids arising from a legal right or a collective agreement.
3. Atılım University shall pay insurance premiums for the Cooperative Education Program students against Occupational Accidents and Diseases pursuant to Law no. 5510.

# Tuition fees

**ARTICLE (15)-** Applicants of the Cooperative Education Program shall pay the tuition fees determined for the semester of application.

**SECTION FIVE**

**Effective Date and Execution**

# Effective Date

**ARTICLE (16)-** This Directive shall take effect after its approval by the Atılım University Senate.

# Execution

**ARTICLE 17 -** This Directive is executed by the President of Atılım University.