**ATILIM UNIVERSITY VOCATIONAL SCHOOL OF HEALTHCARE SERVICES DIRECTIVE ON PRACTICAL EDUCATION AND INTERNSHIP**

**SECTION ONE**

**Purpose, Scope Basis and Definitions**

**Purpose and scope**

**ARTICLE 1 –** (1) The purpose of this Directive is to regulate the procedures and principles regarding the practical education provided in the relevant programs in order to improve the professional skills and experience of the students of Atılım University Vocational School of Healthcare Services.

# Basis

**ARTICLE 2 –** (1) This Directive is based on Article 20 of Vocational Education Law No. 3308, dated 5/6/1986, and Atılım University Regulations on Associate and Undergraduate Education and Examination.

# Definitions

**ARTICLE 3 -** (1) The definitions for this Directive are:

1. European Credit Transfer System (ECTS) credits; The numerical value that covers all the work that a student is required to do in order to successfully complete a course and is based on the total workload required to acquire the knowledge, skills and competencies to be acquired by students,
2. Department: The education and practice unit that constitutes a whole in terms of purpose, scope and quality, and consists of areas that complement each other, or are close to each other,
3. Head of Department: The heads of the departments under Atılım University Vocational School of Healthcare Services,

ç) Voluntary internship: Internship studies that a student undertakes in line with their own needs and wishes, even though they are not included in the curriculum of their program,

1. Institution: The private or public institution of internship and/ or hands-on education of the students of Atılım University Vocational School of Healthcare Services,
2. Institution evaluation form: The form completed by the institution for each student, containing information about the applied training processes, observations and the evaluations by the institution of the practical activities of students,
3. Commission: The internship commission,
4. Board of Trustees: The Board of Trustees of Atılım University,

ğ) ÖSYM: The Directorate of Assessment, Selection and Placement,

1. Program: Each program that provides education at the associate degree level within the Atılım University Vocational School of Healthcare Services, where the students are enrolled,

ı) President: The President of Atılım University;

1. Internship: Aside from the theoretical and practical courses determined specifically for the programs and presented by the academics of Atılım University Vocational School of Healthcare Services; the professional activities performed by students at institutions in order to develop the professional knowledge, skills, attitudes and behaviors that are expected to be gained through curricula, to get to know the sector, to adapt to business life, to gain experience and to train in an actual production and service environment,
2. Senate: The Atılım University Senate;
3. Practical course: Courses within the scope of the diploma program to be attended by students during their education at the campus of the Vocational School of Healthcare Services, at the areas of operation of affiliated institutions, and in businesses or service areas that enable the development of knowledge, skills and competencies, carried out under the responsibility of the instructor or staff of the relevant course, and not within the scope of the practical training sessions or internships at institutions,
4. Practical education file: The notebooks, improvement files, forms, reports and so forth, the preparation of which is required for students within the scope of their practical education,
5. University: Atılım University,
6. School Director: The Director of Atılım University Vocational School of Healthcare Services,
7. Executive Board: The Executive Board of Atılım University Vocational School of Healthcare Services.

# SECTION TWO

**Duties and Authorities of the Practical Education Commission; Internship Quality, Documentation, and Evaluation**

**ARTICLE 4 –** (1) For the programs or departments of the VSHCS; an Internship Commission is established, consisting of one instructor representing each program. The Commission is responsible for the planning, implementation and coordination of practical training activities. Measurement and evaluation procedures regarding the practical training are undertaken by this academic commission, composed of the relevant faculty members from the programs or departments that are assigned by the school director. A commission chairperson is selected by the school director from among the commission members.

(2) The Internship Commission undertakes the measurement and evaluation regarding the achievements obtained at the end of practical courses, or professional internship studies; or may create sub-commissions, including the instructor responsible, for this process.

# Duties and authorities of the instructor responsible

**ARTICLE 5 –** (1) An instructor is appointed for each practical training group to take the practical courses or perform their professional internship studies; to monitor the practical training activities in programs or departments, to ensure coordination between workplaces and the university, to guide students in practical training processes, and to take part in measurement and evaluation processes.

# Duties and authorities of the institution

**ARTICLE 6 –** (1) The duties and authorities of the institution within which practical courses or internship studies are performed are as follows:

1. Assigning a sufficient number of educational personnel with professional competence in their field, taking into account the number of students to receive practical training.
2. Approving practical training acceptance forms of students to receive their practical training.
3. Completing institution evaluation forms for each student receiving practical training.

ç) Ensuring that practical training activities are provided in environments that comply with the provisions of the Occupational Health and Safety Law No. 6331 dated 20/6/2012.

1. Providing occupational health and safety training to students, taking into account the nature of the working environment and practices in place at the institution.
2. Reporting occupational accidents suffered by students attending practical courses and professional internship studies to the relevant parties and to the School on the same day, in accordance with the relevant legislation.
3. Students attending practical courses or professional internship studies are under the supervision of an instructor who is professionally competent in their field and is appointed by the institution, with the opinion of the Commission.

(3) The duties and authorities of the training staff are as follows:

1. Ensuring that students receive and continue their practical training within the scope of the prepared education plan.
2. Ensuring that business evaluation forms are completed for each student attending practical training.
3. Reviewing and approving the practical training files prepared by students.

ç) Cooperating with the instructor responsible regarding absenteeism, discipline and other issues related to practical training sessions.

# Duties of students

**ARTICLE 7 –** (1) Students doing practical training are subject to Atılım University Regulations on Associate and Undergraduate Education and Examination, and the official operational rules of the institution in procedures regarding periods of leave, or absence during their practical training. Students who violate the provisions of this Directive or the official operating rules of the institution are deemed to have failed their practical courses.

(2) Students attending practical training are subject to Higher Education Institution Regulations on Student Discipline published in the Official Gazette dated 18/8/2012, no. 28388, as well as the operating rules of the institution throughout their stay there.

# Internship Quality and Documentation

**ARTICLE – 8** (1) During the internship, it is imperative for students to undertake tasks that are to contribute to their level of professional experience.

(2) The instructor responsible assumes the obligation to increase the student's practical knowledge and experience. Intern students record their completed tasks, the characteristics of these tasks, and their stages, for each working day in their internship notebooks. Weekly evaluations of the instructor supervising the studies, details about the workplace of internship, and a document showing the success for the student in their internship studies should be included in internship notebooks.

# Internship Evaluation

**ARTICLE - 9** (1) Members of the Internship Commission review the internship documents submitted to them by the relevant Head of Department to accept or reject them, or to request corrections within the framework of this Directive within one month at the latest. Accepted internship studies are submitted in writing to the Head of Department by the Commission Chairperson, and to the School Director by the Head of Department to be notified to the Directorate of Student Affairs.

1. The student having received a correction request is required to make the correction requested within one month at most. After the correction is made, the relevant Head of Department is notified accordingly.
2. The Executive Board of the relevant Vocational School is authorized in cases other than those explained in the evaluation of internship documents and the exemption of students from internship studies.
3. Internship documents are evaluated by the internship commission in line with the aims and objectives of the internship studies; and within the framework of the contribution by and of students to their education, as well as their success in their tasks, the levels of skill that defines these tasks, and the level of understanding exhibited by students regarding the problems encountered during their professional practice.

# SECTION THREE

**Internship Studies and Practical Courses at Institutions**

**Internship**

**ARTICLE 10 –** (1) It is essential that internship studies take place in the months of semester breaks or summer holidays. However, in cases where the following internship studies are not carried out in the months of semester breaks or summer holidays, education and training activities continue alongside the internship studies, and internship studies may not be performed on course or exam days:

1. If the relevant program or operating conditions are not suitable, internship studies may be performed outside these periods, provided that education activities are not disrupted.
2. If students have completed their courses but not their internship studies, they may perform their internship studies in any month.
3. Internship studies taking place at the end of Semesters 2 and 4 may also be performed during education periods, the summer school, and general exam periods, provided that they do not take less than 30 working days and three days a week.
4. Subject to the approval of the Commission and in accordance with the procedures and principles in this Directive, students may choose to intern for periods that exceed their regular internship periods as per the scope of their program. Internship periods within the scope of this Paragraph may be credited, but are not included in the graduation credit calculations.
5. The commission evaluates the interning students as successful or unsuccessful in line with their business evaluation forms, practical training files and their predetermined achievements. Students having failed their internship studies are required to repeat their internship studies.
6. Occupational accident and disease insurance is provided to students interning in accordance with Subparagraph (b) of Paragraph One of Article 5 of Law No. 5510. General health insurance provisions also apply to the students who are not dependents. The premiums to be paid within the scope of this Paragraph are covered by Atılım University in accordance with Subparagraph (e) of Paragraph One of Article 87 of Law No. 5510.

# Practical courses

**ARTICLE 11 –** (1) It is essential that practical courses are taught on the days and hours specified in the course schedule of the relevant course. However, where necessary, practical courses may be presented on days and at hours that are different from those specified in course schedules.

1. ECTS credit calculations for practical courses are made within the scope of calculating the ECTS credits of the relevant course, with no additional ECTS credits awarded.
2. Evaluations of practical courses are made by the instructor or staff teaching the relevant course within the scope of the relevant course.
3. No fees are paid to students who receive practical training within the scope of practical courses.
4. Students taking practical courses are not considered insured within the scope of Subparagraph (f) of Paragraph 1 of Article 6 of Law No. 5510.

# SECTION FOUR

**Storing Internship Documents, Determining Practice Groups, Miscellaneous and Final Provisions**

**Storing internship documents**

**ARTICLE 12 –** (1) Accepted internship notebooks are stored for two years, starting from the date of acceptance, at a place determined by the relevant Head of Department. After the expiration of their storage periods, internship notebooks are destroyed with a report and in a manner deemed appropriate by the Head of Department.

(2) Student objections made at the end of the two years following the acceptance of their internship studies are not accepted in any way.

# Determining practice groups

**ARTICLE 13 –** (1) The number of students in practice groups to be formed within the scope of practical courses or professional internship studies under programs or departments may not be less than five. However, if the total number of students to receive practical training in a particular program or department is less than five, a practice group may be formed.

(2) Students in the same practice group may take practical courses or intern at different institutions.

# Course load

**ARTICLE 14 –** (1) The instructors responsible for practical courses presented at institutions are assigned with a theoretical course load of a maximum of five hours per week, regardless of the number of their practice groups.

(2) The instructor responsible appointed within the scope of the internship is assigned with a weekly practical course load of two hours, regardless of the number of their practice groups.

# Changing institutions

**ARTICLE 15 –** (1) After starting their practical training, students may change their institution upon the approval of the commission.

# Recognition of previous practical training

**ARTICLE 16 –** (1) The validity of the practical courses and internship studies of transfer students attended previously at other institutions is evaluated and resolved by the relevant assignment commission.

(2) Students who were, or are currently employed relevant to their program may apply to have their prior learning recognized within the scope of practical courses or professional internship studies, provided that they document their period of employment, and their title. The relevant assignment commission reviews such applications and resolves accordingly. Only measurement and evaluation procedures are performed for students in the favor of whom the assignment commission has resolved; as per the relevant provisions of this Directive.

# Cases not included in the Directive

**ARTICLE 17 -** (1) The provisions of the relevant legislation applies for cases not included in this Directive.

# Effective Date

**ARTICLE 18 –** (1) This Directive enters into effect when the Academic Year of 2021-2022 begins.

# Execution

**ARTICLE 19 -** (1) This Directive is executed by the President of Atılım University.