(Senate Resolution dated 28.06.2024 no. 07)

(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 Protocol:** 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)** Cooperative Education program consists of uninterrupted 6 or 7 months of workplace training carried out at contracted companies by combining a summer period with the previous or the next semester of students.

**(2)** The program covers Semester 6 and the summer period afterwards, or the summer period at the end of Semester 6, combined with Semester 7.

**(3)** 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.

**(4)** Schools shall determine their cooperation education curriculum, courses and their equivalents and submit them to the President’s Office with a school board resolution. After the approval of the Course Curriculum by Departments for Cooperative Education by the Senate, departments may launch Cooperative Education.

**(5) (Senate Resolution dated 28.06.2024 no. 07)** In departments with a Cooperative Education program, Heads of Departments appoint a departmental cooperative education coordinator to monitor the processes, and students. If the number of Cooperative Education program students at a department is more than 10, a second coordinator may be assigned and the total number of coordinators may be increased by one for every 10 students in the program.

**Terms of Application and Eligibility**

**ARTICLE 6 - (1) (Senate Resolution dated 28.06.2024 no. 07)** The Cooperative Education Program is an optional program. Students may apply to the Cooperative Education Program as a part of their current major program. If there are no Cooperative Education Programs available for students majoring at a certain department, such students may do the program for their double-major program, if they are also double-major students. Students who are doing a minor program may only apply to Cooperative Education through their major program. In order to apply, students are required to meet the following conditions (students to apply through their double-major program are to meet the relevant conditions within the scope of their double major program).

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. **(Senate Resolution dated 28.06.2024 no. 07)** Students are required to have passed the courses they took before starting the cooperative education program (except their courses graded W).

**(2) (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.

**(3)** 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.

**(4)** 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.

**(5)** Non-registering Cooperative Education students are dismissed from the program and deemed ineligible to participate in the program again.

**(6)** To ensure the integrity of the Cooperative Education Program, Cooperative Education Program students are to take all the courses included in their Cooperative Education Program in the same semester **(Senate Resolution dated 28.06.2024 no. 07)**, they may not add or drop courses on add-drop days, or take a leave of absence **(Senate Resolution dated 28.06.2024 no. 07).** Moreover, students may not take any other courses, including those outside of the Atılım University Cooperative Education Curriculum or those from other universities.

**(7) (Senate Resolution dated 28.06.2024 no. 07)** Double-major program students pursuing their Cooperative Education Program may not take any courses from other programs other than the major of their Cooperative Education Program within their Cooperative Education Program period, and they may only pursue the Cooperative Education Program within the scope of a single program during the same semester. Cooperative Education courses taken by students in their major or double major programs may not replace the courses in their other programs if they also do Cooperative Education in additional programs.

**SECTION THREE**

**Process and evaluation**

**ARTICLE 7- (1)** Departmental cooperative education coordinators of students shall visit to supervise their students at their workplace at least once during semester and at least once during their internship period **(Senate Resolution dated 28.06.2024 no. 07).**

**(2)** Student grades on courses and conduct are given in line with the evaluation visits and especially with the supervision of the workplace coordinator.

**(3)** 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.

**(4) (Senate Resolution dated 28.06.2024 no. 07)** Within the scope of the Cooperative Education program, students are required to prepare at least 1 report during the internship period, at least 1 interim report and 1 final report during the semester, and at least 1 presentation, one of which should be at the end of the semester.

**The Cooperative Education Program (Semester 6 + Internship) process**

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

**(2)** 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**.

**(3)** Students starting the process may not take courses from their department, if they quit the program during the semester. Such students will be graded **FF** in all cooperative education courses and transferred from the program to the regular program of the relevant department in Semester 7 **(Senate Resolution dated 28.06.2024 no. 07)**. Such students may not apply to the program again.

**(4)** 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.

**(5)** Students who complete the process successfully continue their studies in their departments as of Semester 7.

**The Cooperative Education Program (internship + Semester 7) process**

**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.

**(2)** At internship supervision visits;

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. They are to continue their regular Programs from Semester 7.

**(3)** In the cases where students quit the program before starting cooperative education semester, their internship shall be evaluated by departmental internship coordinator on the basis of internship documents and they may not apply to the program again. They are to continue their regular Programs from Semester 7.

**(4)** The students completing their internship period successfully shall take cooperative education courses and other specified practical courses in the registration period for Semester 7.

**(5)** Students starting the process may not take courses from their department, if they quit 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.

**(6)** Students who complete the process successfully continue their studies in their departments as of Semester 8.

**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:

a) are engaged in works related to the Cooperative Education Program and their field;

b) perform activities complying with the objectives of the Cooperative Education Program;

c) work in compliance with occupational discipline and safety rules. Coordinators shall evaluate performance of students and submit their evaluation in a written report to the departmental coordinator **(Senate Resolution dated 28.06.2024 no. 07)**.

**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 of 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.