(Senate Resolution date 23.03.2017 and number 04)

# ATILIM UNIVERSITY COOPERATIVE EDUCATION DIRECTIVE

**Purpose**

**FIRST CHAPTER**

**Purpose, Scope Basis and Definitions**

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

# Scope

**ARTICLE 2-** This Directive covers the principles regarding application, admission, admission conditions and evaluation of Atilim University’s students for cooperative education.

# Basis

**ARTICLE 3.** (1) This Directive has been prepared on the basis of article 14 of the Higher Education Law dated 4/11/1981 and numbered 2547.

# Definitions

**Article 4-** The terms given below have the meaning given opposite to them wherever used in this Directive:

**Department:** Departments of Atilim University;

**Cooperative Education Commission:** Commission consisting of cooperative education coordinators of the schools of the University;

**School:** Schools of Atilim University;

**Coordinator:** Cooperative Education Coordinator of the Departments of Atilim University;

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

**Cooperative Education Student:** Students participating in the program;

**Cooperative Education Protocol:** Legislation regulating the principles regarding the application of the program with the signatures of the President and authorized person of relevant companies;

**President:** President of Atilim University,

**University:** Atilim University.

# SECOND CHAPTER

**Principles, and Terms of Application**

**Principles**

**ARTICLE 5- (1)** Cooperative Education program consists of 6 or 7 months of uninterrupted workplace training carried out at contracted companies by combining summer term with previous or next semester.

1. The program covers the 6th semester and following summer term or the summer term and 7th semester.
2. It is an integral part of students’ study period and curriculum and course load cannot exceed 30 ECTS except for internship courses.
3. Schools shall determine cooperation education curriculum, courses and their equivalents and submit them to the President’s Office with school resolution.

After the approval of departments’ curriculum by the Senate, department can launch Cooperative Education.

# Terms of Application

**ARTICLE 6-(1)** Cooperative Education is an elective program. Students may apply to cooperative education program as a part of their registered program. Application criteria are listed below:

* 1. Departments must have a cooperative education program and contracted companies for workplace training;
	2. Students’ GPA must be a minimum of 2.00;
	3. Students must complete all courses taken before application.
1. Application periods of the program are announced in the academic calendar of the University. Students must fill out the application forms and submit them to the Directorate of Career Planning and Cooperative Education. Applications not submitted within application period shall not be accepted.
2. Applications for the program shall be subject to preliminary evaluation by relevant department and school. The number of students selected for company in success/selection order cannot be two times more than the request of the company.
3. The Directorate of Career Planning and Cooperative Education announces the students approved by relevant company and submits the list to the Directorate of Student Affairs. Students have right 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 cannot participate in the program again.
5. In order to maintain integrity of the program, students take all cooperative education courses in one semester and cannot add or drop any course and suspense their study. Moreover, students cannot take any course out of cooperative education curriculum or from another university.

# Process and Evaluation

**THIRD CHAPTER**

**Process and Evaluation**

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

1. Grades of students are given in parallel with evaluation visits and supervision of workplace coordinator.
2. Students who do not start or participate in workplace trainings are given FF or NA for all courses except internship and are transferred from the program in the beginning of the next semester to regular curriculum of their department.

 Internship coordinators of departments shall determine whether workplace training is accepted as internship after the evaluation of students’ application.

 Such students cannot apply to the program again.

# Cooperative Education Program Process (6th Semester + Internship)

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

1. At the end of the 6th semester, these students shall be given I (incomplete) in cooperative education courses except internship. With the completion of cooperative education after the end of internship period, these letter grades shall be replaced with real grades. Cooperative education courses cannot be graded W.
2. Students starting the process cannot take courses from their department, if they renounce from the program. They will be graded FF in all cooperative education courses and transferred from the program to relevant department’s regular program in the 7th semester. Such students cannot apply to the program again.
3. On the condition that such students’ participation in the program exceeds internship period, internship coordinator of relevant department shall decide whether to accept the completed period as internship.
4. Students who complete the process successfully continue their study in their departments as of the 7th semester.

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# Cooperative Education Program Process (Internship / 7th Semester)

**ARTICLE 9-(1)** Students of this program initiate cooperative education process in relevant workplace after the 6th semester and take internship course in the 7th semester.

1. After internship supervisions;
	1. Students who do not start or participate in workplace training shall be dismissed from the program and their internship shall not be accepted.
	2. Students who fail the workplace training shall also be dismissed from the program; however, internship coordinators shall evaluate their internships.
	3. Such students cannot apply to the program again and shall continue their regular curriculum in the 7th semester.
2. In the cases where students renounce from the program before starting cooperative education semester, their internship shall be evaluated by department’s internship coordinator on the basis of internship documents and they cannot apply to the program again and continue their regular curriculum in the 7th semester.
3. Students completing internship period successfully shall take cooperative education courses and other specified practice/application courses in the registration period of the 7th semester.
4. Students starting the process cannot take courses from their department, if they renounce from the program during the semester. They will be graded FF or NA in all cooperative education courses and transferred from the program to relevant department’s normal program in the 8th semester. Such students cannot apply to the program again.
5. Students who complete the process successfully continue their study in their departments as of the 8th semester.

 **FOURTH CHAPTER**

**Miscellaneous Provisions**

**Documents to be submitted to workplace**

**ARTICLE (10)-** Cooperative education students shall send all relevant documents to the Directorate of Career Planning and Cooperative Education which will carry out necessary bureaucratic transactions.

# Disciplinary Provisions

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

# Workplace cooperative education coordinators and their duties

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

1. Are engaged in works related to cooperative education program and its subject;
2. Carry out activities complying with the objectives of the 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 Illness and Accident

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

**Benefits for students**

**ARTICLE (14)-** Companies may: Grant a salary to cooperative education students;

* 1. Provide students with social services and other benefits given to workers. However, students cannot benefit from the aids arising from a legal right or collective agreement.
	2. Atilim University shall pay insurance premiums of cooperative education program students against Occupational Accidents and Diseases pursuant to the law no 5510.

# Tuition Fee

**ARTICLE (15)-** Applicants of cooperative education program shall pay the tuition fee determined for semester of application.

**FIFTH CHAPTER**

**Effective Date and Execution**

# Effective Date

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

# Execution

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