



ANTALYA BILIM UNIVERSITY COOPERATIVE EDUCATION DIRECTIVE

CHAPTER ONE Objective-Scope-Grounds-Definitions

Objective

ARTICLE 1- The objective of this Directive is to specify the principles of the Cooperative Education Program that students enrolled in undergraduate programs of Antalya Bilim University will join for two semesters in private and public institutions and organizations related to their field of study. It also aims to improve students' competitiveness in terms of employment by helping them combine the knowledge gained at the university with the experience they will gain in work life and regulate the activities carried out to contribute to the cooperation between the university and business/professional world.

Scope

ARTICLE 2- This directive covers the principles related to the application and evaluation processes of the Cooperative Education Program for students enrolled in undergraduate programs of Antalya Bilim University.

Grounds

ARTICLE 3- This directive has been prepared in line with Additional Article 23 of the Higher Education Law No: 2547 dated 4.11.1981 and the Antalya Bilim University Directive on Associate and Undergraduate Education published in the Official Gazette No:30259 dated 03.12.2017.

Definitions

ARTICLE 4- The terms and definitions included in this directive are as follows:

- (a) **University:** Antalya Bilim University,
- (b) **Rector:** The Rector of the University,
- (c) **Cooperative Education:** Practice-based vocational training based on cooperation with institutions and organizations approved by the university in public and private sectors,
- (d) **Coordination Office:** Cooperative Education Coordination Office of the University,
- (e) **University Coordinator:** Cooperative Education Coordinator of the University,
- (f) **University Cooperative Education Commission:** A body composed of Faculty Cooperative Education Coordinators, established to ensure that the processes executed by the Coordination Office are conducted in cooperation with academic units,
- (g) **Faculty/Department:** Faculties and Departments of Antalya Bilim University,
- (h) **Faculty Coordinator:** The faculty representative serving in the University Cooperative Education Commission,
- (i) **Faculty Cooperative Education Commission:** The commission composed of at least three people, serving under the chairmanship of the Faculty Cooperative Education Coordinator,

- (i) **Student:** The student accepted into the Cooperative Education Program,
- (j) **Workplace:** The institution/organization where students are assigned for practical training,
- (k) **Workplace Coordinator:** The workplace employee assigned by the Workplace during the period of Cooperative Education, responsible for organizing the Student's work and reporting the Student's performance at the end of the semester,
- (l) **Cooperation Agreement:** The protocol document signed by the Workplace Representative and the Rector, which specifies the conditions and quotas assigned to the University by the institutions and organizations participating in the Cooperative Education Program.
- (m) **Practice Agreement:** The agreement signed by the Student and the Workplace under the approval of the Rector, which regulates the relationship between the Student and the Workplace for each Cooperative Education implementation.
- (n) **Cooperative Education Report:** The report to be prepared by the Student in line with the format set by the Coordination Office at the end of the Cooperative Education Program,
- (o) **Cooperative Education Certificate:** The certificate signed by the Rector, the Coordinator and the Workplace Representative, and awarded to the student as a diploma supplement upon successful completion of the Cooperative Education-1 and Cooperative Education-2 courses,
- (ö) **Insurance:** The mandatory insurance that must be provided in line with the regulation in force,
- (p) **The Chief of the Coordination Office:** The administrative supervisor of the Coordination Office, serving as the spokesperson at the meetings of the Coordination Office.

CHAPTER TWO

Principles of the Cooperative Education Program

Codes of Practice

ARTICLE 5- (1). Cooperative Education refers to a program where students receive vocational training outside the university in workplaces with which a Cooperative Education Agreement has been signed, for a duration specified in the University's Directive on Associate and Undergraduate Education and Directive on Examination.

(2) The student enrolls in elective courses titled Cooperative Education-1 (30 ECTS) and Cooperative Education-2 (30 ECTS) in the 7th and 8th semesters, respectively.

(3) Cooperative Education consists of a two-semester practice, carried out as a whole in the 7th and 8th semesters for a duration specified in the University's Directive on Associate and Undergraduate Education and Directive on Examination. Each semester consists of at least 14 weeks. For irregular students, the last two semesters are considered as the 7th and 8th semesters. Students must successfully complete both Cooperative Education-1 (30 ECTS) and Cooperative Education-2 (30 ECTS) courses in the 7th and 8th semesters to be eligible to receive the Cooperative Education Certificate.

(4) While the Cooperative Education Program is evaluated as a whole, the Student's performance in the 7th and 8th semesters is evaluated independently. If there is mutual agreement between the Student and the Workplace, the Student can continue working in the program during the period between the 7th and 8th semesters, during which the Student's Insurance will be maintained.

(5) Students who voluntarily quit the Cooperative Education program or are dismissed due to failure will continue their undergraduate education in the subsequent semester.

(6) The Workplace Cooperation Document will be terminated by the Rectorate if it is determined that the relevant Workplace does not take responsibility in resolving problems experienced by the Student during the practice.

Determination of Cooperative Education Quotas

ARTICLE 6- The number of students to be accepted for each semester, as declared by the workplaces with which the University has signed a Cooperation Agreement, constitutes the Cooperative Education quota for the relevant semester.

Eligibility Requirements

ARTICLE 7- (1) Cooperative Education is a selective program. The Student can apply for Cooperative Education as part of the undergraduate program they are enrolled in, on a voluntary basis.

(2) To apply for the Cooperative Education Program, the Student must meet the following conditions in the undergraduate program they are enrolled in:

(a) Have a minimum GPA of 2.50/4.00¹,

(b) Successful completion of all courses in the first 6 semesters.

(3) Students enrolled in a Double Major program must first start Cooperative Education in their primary major program and freeze their registration in the secondary major program. The application for Cooperative Education in the secondary major will be available in the following academic year at the earliest. Students enrolled in a Minor Program can only participate in Cooperative Education in the primary major program and must freeze their registration in the Minor program. They must continue their undergraduate education in the Minor program in the following year. The minimum and maximum number of ECTS credits required to be taken by students in Double Major and Minor programs participating in Cooperative Education is not subject to the limits specified in the ABU Directive on Double Major and Minor Programs at Associate and Undergraduate Levels.

Attendance Requirements

ARTICLE 8- (1) Students accepted into the Cooperative Education program must comply with the working hours of the Workplace for a minimum of 14 weeks in an academic semester. The starting date is specified in the Practice Agreement by the Workplace.

(2) Health-related excuses do not affect the attendance requirement.

(3) Students whose absenteeism exceeds 20% of the total duration of the Cooperative Education program will be considered unsuccessful.

¹ Faculties that offer a higher minimum GPA must apply to the Coordination Office.

(4) The Student cannot take any leave without the approval of the Workplace Coordinator. The Workplace Coordinator, if deemed necessary, may grant leave to the Student, provided that it does not exceed seven working days throughout the Cooperative Education Program (by taking into consideration the conditions of the job and the Workplace). The duration of the leave may be compensated by the Workplace by adding it to the end of the Cooperative Education period. A Student who is absent from work without permission or a valid excuse for more than three days will be reported in writing to the Coordination Office by the Workplace, in which case the Student's Cooperative Education process will be immediately terminated, rendering the student unsuccessful in the program.

Disciplinary Matters

ARTICLE 9- (1) During the Cooperative Education Program, Article 54 of Law No:2547 will apply to students in disciplinary matters. Students must also comply with the disciplinary and occupational safety rules of the Workplace.

(2) A disciplinary investigation will be initiated upon the recommendation of the Faculty Cooperative Education Commission for students who disrupt the workplace assignment process by contacting the Workplace during the Student-Workplace placement stage or who interfere with the fair placement of other students and disrupt the system by contacting the Workplace without the permission and knowledge of the Coordination Office.

(3) A student who receives a disciplinary penalty as a result of the investigation may be considered to have failed the Cooperative Education Program with the decision of the University Cooperative Education Commission.

CHAPTER THREE

Administrative Structure and Operation

Bodies

ARTICLE 10- A Cooperative Education Coordination Office was established within the body of Antalya Bilim University to fulfill the objectives specified in the relevant article of this Directive. The Cooperative Education Coordination Office consists of the University Coordinator, the Faculty Coordinator, the University Cooperative Education Commission, and the assigned administrative staff. These bodies are assigned by the Rector.

University Cooperative Education Coordination Office

ARTICLE 11- (1) The University Cooperative Education Coordination Office consists of the Cooperative Education Commission and administrative staff.

(2) The responsibilities of the University Cooperative Education Coordination Office are as follows:

- (a) To create a "Student Database" by evaluating student applications.
- (b) To create a "Workplace Database" using the data of the workplaces with which the Rectorate has signed a Cooperation Document.
- (c) To ensure that students are matched with workplaces using the "Student Database" and the "Workplace Database."

Responsibilities of the Coordinators

ARTICLE 12- The University Coordinator and the Faculty Cooperative Education Coordinator are assigned by the Rector.

University Coordinator

ARTICLE 13- To chair the University Cooperative Education Commission and ensure that University Cooperative Education activities are carried out in an effective and productive manner.

Faculty Coordinator

ARTICLE 14- To organize student orientation meetings, evaluate student applications, organize end-of-semester student presentations and enter the grades into the system.

University Cooperative Education Commission

ARTICLE 15- The University Cooperative Education Commission consists of the Coordinator and Faculty representatives. The commission convenes upon the invitation of the University Coordinator and makes decisions by discussing the prepared agenda items.

Faculty Cooperative Education Commission

ARTICLE 16- (1) The Faculty Cooperative Education Commission consists of at least three people including the Faculty Coordinator.

(2) The responsibilities of the Faculty Cooperative Education Commission are as follows:

- (a). To review the Faculty's Cooperative Education activities,
- (b) To organize orientation and guidance training for candidate students before the start of the Cooperative Education Program.
- (c) To meet with the Workplace Coordinator and the Student when necessary and offer recommendations as to the solutions to problems encountered during the practice.

CHAPTER FOUR

Determination of Institutions and Organizations to Participate in the Cooperative Education Program

Determination of Workplaces

ARTICLE 17- (1) The process of determining the workplaces that will participate in the Cooperative Education Program is executed by the Coordination Office.

(2) The Coordination Office will evaluate the opinions of the Faculties/Departments by taking the demands of students into account during this process and add appropriate Workplaces to the Workplace Database. A Cooperative Education Cooperation Document is required for the Student to start the Cooperative Education process in the relevant Workplace.

Cooperation Document

ARTICLE 18- (1) The Cooperation Document, approved by the Rector and the workplaces recommended by the Coordination Office, is signed by the Workplace representative and the Rector. The Cooperation Document includes various provisions and special conditions, such as the principles related to the application of the Cooperative Education program, procedures for matching students with workplaces, the number of students to be accepted, opportunities offered to students, the duration of the training, and the responsibilities of the Student and the Workplace.

(2) Students can be sent to public institutions, universities or international

institutions with which it is not possible to sign a Cooperation Document, with the approval of the Faculty Cooperative Education Commission. For this, the Student must apply to the Coordination Office with an official letter stating that “The Workplace will admit students within the scope of the Cooperative Education Program and that the Student is accepted.”

Practice Agreement

ARTICLE 19- (1) In the process of placing the Student in the Workplace where Cooperative Education is to be held, the Practice Agreement takes effect upon the approval of the Rector. This document is prepared within the framework of the Cooperation Document signed by the Workplace, specifies the responsibilities of the Workplace and the Student, and is accepted by the Student, the University Coordinator and the Workplace Coordinator.

(2) The Workplace may request changes to the agreement, when necessary, based on the work environment and operational structure (wage, etc.).

CHAPTER FIVE

Responsibilities of Parties

Responsibilities of the Workplace

ARTICLE 20- (1) The Workplace will assign a Workplace Coordinator for the Student within its own body during the Cooperative Education Program. The student will work under the supervision of the Workplace Coordinator assigned by the Workplace throughout the duration of the Cooperative Education Program.

(2) Responsibilities of the Workplace Coordinator are as follows:

(a) To be responsible for all activities of the Student in the Workplace and to ensure coordination between the Workplace and the Coordination Office.

(b) To prepare a suitable environment and proper conditions for the Student to develop and reinforce their knowledge and skills in the Workplace.

(c) To help the Student work in accordance with professional discipline.

(d) To determine the success grade of the Student and report it to the Coordination Office at the end of the semester.

(3) The Workplace is expected to provide the Student with the transportation facilities and other social opportunities offered to its personnel. However, financial assistance that is granted on the basis of a legally regulated special right or a collective agreement is excluded from this.

Responsibilities of the University

ARTICLE 21- (1) In line with the Law No:5510, the University is responsible for paying the insurance premium of the Student for occupational accidents and diseases. The Student who joins the program abroad is granted domestic internship insurance.

Responsibilities of the Student

ARTICLE 22- (1) The student is primarily responsible for complying with labor laws as well as the other rules and procedures established by the Workplace throughout the practice period.

(2) At the end of the Cooperative Education semester, the Student must prepare a Cooperative Education Report, summarizing all activities carried out during the Cooperative Education Program and the knowledge and skills reinforced through training, and have it

approved by the Workplace Coordinator. The Cooperative Education Report must be submitted to the Coordination Office no later than the beginning of the final exams of the relevant semester. Reports that have not been submitted in the format set by the Coordination Office will not be evaluated. The student will orally present and defend the report in line with the principles set by the Faculty/Department. The success grade for the Student's presentation of the report will be submitted to the Coordination Office by the Faculty/Department.

CHAPTER SIX

Student and Workplace Matching Process

Application Process

ARTICLE 23- (1) The Student who meets the participation requirements will apply to the Coordination Office between the announced dates with the required documents. The Student's application will be reviewed by the Coordination Office. If the specified requirements are met, the Student is added to the Student Database, which is then announced on the Cooperative Education Program website.

(2) Students who are expected to meet the condition of "successful completion of all courses in the first 6 semesters" after the Summer School can only apply for the program conditionally along with other students but cannot be added to the Student Database. Students who meet the requirements after the Summer School must apply to the Coordination Office within 2 (two) days following the announcement of the final exam results of the summer school, with documents stating that the conditions are met. Then, with the approval of the Coordination Office, the Student is added to the Student Database and included in the matching process of the Cooperative Education Program.

(3) Students who do not meet the participation requirements will continue their undergraduate program.

(4) Workplace representatives select students based on the quotas specified in the Cooperation Document.

(5) The Workplace Database and Student Database are updated at the end of each academic year so that workplaces and students that will participate in the Cooperative Education Program can be matched. The following information is included in the lists announced on the Coordination Office website:

(a) Students' academic information, scholarship status, work experience, foreign language proficiency, computer skills, occupational areas of interest, etc.

(b) Workplaces' contact information, location, field of operation, number of employees, opportunities provided to students (such as the amount of scholarship, transportation and food), qualifications, and Faculties/Departments for which quotas are provided, etc.

(6) To ensure the integrity of the Cooperative Education Program, the Student cannot take courses other than Cooperative Education courses or courses from other universities.

Matching Process

ARTICLE 24- (1) The Coordination Office announces the application results on the Coordination Office website after the end of the application deadline and announces the starting time of the preference process.

(2) The matching process consists of three stages: Preference, Student-Workplace Matching and Placement. These stages are managed by the Coordination Office.

(a) The Coordination Office gives candidate students time to make their selection.

Candidate students select from among the workplaces that have quotes for the Faculty/Department they are enrolled in.

(b) The Workplace will select from among the students who submit their requests. Workplaces may choose to conduct a pre-interview with the selected candidates.

(c) After the Workplace selection process is completed, the Student submits their placement preference. Placement results are announced on the Coordination Office website.

(3) The stages (a through c) are repeated once more for students whose placement has not been completed at the end of the matching process.

(4) Not all institutions and organizations may be assigned students at the placement/matching stage. Likewise, not all students who have applied for Cooperative Education may be placed. The University bears no responsibility for this.

(5) If the Student starts Cooperative Education late due to extension of the second placement stage without a valid excuse, the delayed period will be added to the program duration. In cases where the delay is caused by the University or the Workplace, the Student's status will be determined with the approval of the Coordination Office.

The Student's Request to Change the Workplace

ARTICLE 25- (1) The Student may request a change of workplace at the end of the matching process or after starting the practice by providing valid justifications to the Coordination Office. The Student must continue to work in the Workplace until the request is finalized.

(2) The Student whose request is accepted will be placed in a different workplace with the approval of the Coordination Office. A second change within a single practice period is exceptional and may only be made with the approval of the Coordination Office.

(3) The Student whose request for a workplace change is accepted will receive an evaluation grade from each workplace where they have spent at least four weeks.

CHAPTER SEVEN

Principles for evaluating success

ARTICLE 26- (1) The Student who is absent from the Workplace or quits the program during the semester will be deemed unsuccessful in the Cooperative Education Program. An unsuccessful Student will be assigned the grade "F." An unsuccessful Student cannot apply for Cooperative Education again and shall continue their undergraduate education in the next semester.

(2) If the candidate student withdraws before the Cooperative Education semester starts, they will be removed from the Cooperative Education Program and cannot apply for Cooperative Education again. Such students will continue their undergraduate education.

(3) At the end of each semester, the Student delivers a presentation at the Faculty/Department, covering the activities carried out in the Workplace. The Student's success grade in the Cooperative Education course is the arithmetic average of the success grade obtained from this presentation and the success grade assigned by the Workplace Coordinator.

(4) Cooperative Education-1 and Cooperative Education-2 are selective practical courses, for which there are no midterm, final, make-up, or single-course exams.

(5) Upon graduation, along with the diploma, the student is awarded a Cooperative

Education Certificate signed by the Coordination Office, the Rector and the Workplace. The certificate specifies the workplaces where the student worked and the duration of employment for each Workplace.

CHAPTER EIGHT

Miscellaneous Provisions

Right of Withdrawal

ARTICLE 27- The student has the right to submit a request to withdraw from Cooperative Education within 7 days after the starting date of work and continue their undergraduate education without interruption, provided that attendance requirements are met. The Student who has started working in the Workplace cannot request to freeze their registration.

Cases of Disease and Accidents

ARTICLE 28- In cases where the Student suffers from a disease for more than seven days or is involved in an accident, the full name of the student and the details of the disease or accident are to be reported to the Coordination Office by the Workplace immediately (no later than 3 days). If the Student's absenteeism exceeds 20% of the practice semester, including those with a medical report, the Student will fail due to absenteeism and be deemed unsuccessful.

Tuition Fee and Scholarships

ARTICLE 29- (1) The Student must pay the tuition fee for the semesters in which they participate in Cooperative Education.

(2) The Student may be granted a scholarship, the amount of which is to be determined by the Board of Trustees.

(3) If the Workplace is abroad, round-trip plane tickets are covered by the University one time only.

NINETH CHAPTER

Enforcement and Execution

Enforcement

ARTICLE 30- This directive shall enter into force on the date of approval by the Senate of Antalya Bilim University.

Execution

ARTICLE 31- The provisions of this Directive are executed by the Rector of Antalya Bilim University.