

UNIVERSITY OF KARABUK
DIRECTIVE ABOUT BASIS AND PROCEDURES OF THE STUDENTS OF
VOCATIONAL HIGH SCHOOLS IN VOCATIONAL AND TECHNICAL TRAINING
REGION THEIR TRAINING AND APPLICATIONS IN THEIR WORKPLACE

CHAPTER ONE

Aim, Extent, Grounds and Definitions

Aim

Article 1 — The aim of this article is to reinforce the skills and theoretical knowledge of the students of Karabuk University in their study period who study in vocational high schools in vocational and technical training regions; reinforce their knowledge and skills gained through laboratory and workshop work enabling them to get to know their responsibilities in workplace they will work, the emerging technologies, labour relations, organization and production process.

Covering

Article 2 —It involves actions and procedures about training, applications and apprenticeship of students of vocational high schools in domestic and foreign businesses in vocational and technical training regions

Grounds

Article 3 — These instructions are on the grounds of the law no 4702 the 4th article and the law no 2547 the Supplementary-24th article added to The Law of Higher Education and the 6th article of Karabuk University Directive of Education and Examinations.

Definitions

Article 4 —Mentioned in this directive;

Vocational and Technical Training Region (METEB): Education region consisting of one or more vocational high schools and composed of vocational and technical secondary schools, which are associated with instructions, integrity and continuity of their education programmes

Vocational High School (MYO): A higher education institution aiming to train intermediate staff for certain professions and giving education for four semesters

Business: public and private agencies and institutes producing goods and services in which knowledge and experience of the students of vocational high schools they have gained throughout the period of study have gained maintained through apprenticeship.

Instructional Staff: is a person who is responsible for the training the students in the workplace; has professional competence, knowing and applying the vocational education method and techniques and has the competence of teaching vocational classes, workplace, and laboratory studies in vocational high schools

Inspector Instructor: Assistant principal and permanent instructors of each education programme who is responsible for planning, coordination, application and concealment of the

education, detection of workplaces in business which are used for vocational education and workplace, laboratory and vocational classes teaching oriented

School-Industry Coordinator: is assistant principal of the relevant vocational high schools who is responsible for coordinating their apprenticeship and education of the students of vocational high schools according to the decisions of University, Apprenticeship and Training Application Board.

CHAPTER TWO

Apprenticeship Rules

University Apprenticeship and Education Application Board

Article 5 — University Apprenticeship and Education Application Board is set off. Which is in charge of enabling the school-industry relationship; consisting of an instructor from each department selected by the rector within the body of the university; relevant vocational high school principals of METEB under the presidency of a vice-rector.

University Apprenticeship and Education Application Board can set off study commissions in necessary considered programmes and departments. University Apprenticeship and Education Application Board by holding two meetings in a year, presents meeting evaluation reports to The Board of Higher Education through rectorship.

Apprenticeship and Training Application Board

Article 6 — it is under the presidency of School-Industry Coordinator; composed of heads of the departments of the vocational high school and program coordinators who are selected among the vice-principals by each vocational high school in vocational high schools in vocational and technical training region

Apprenticeship and Training Application Board of Vocational High School, can set up study commissions, for meeting the requirements. This commission holds at least three meetings and presents meeting assessment and evaluation results to the Board of University, Apprenticeship and Training Application

Duties of University, Apprenticeship and Training Application Board

Article 7 — Duties of Apprenticeship and Training Application Board are as follows:

- a) Conducting and evaluating general principles about apprenticeship and training application practices.
- b) Determining apprenticeship fields by taking the opinion of Vocational High Schools Apprenticeship and Training Application Boards
- c) Facilitating the coordination between businesses and Apprenticeship and Training Application Boards.
- d) Determining domestic and foreign apprenticeship and training application study places,
- e) Determining the number of the students to do apprenticeship and training application, the prosperities of apprenticeship and training application study places, and fields; dealing apprenticeship contingent in a balanced way by taking the opinion of Vocational High Schools Apprenticeship and Training Application Board.
- f) Taking necessary measures to enable the apprenticeship students to stay at Credit and Dormitories Institution (KYK) dormitories.

Duties of Vocational High Schools Apprenticeship and Education Application Board

Article 8 — The duties of Vocational High Schools Apprenticeship and Education Application Board are as follows:

a) Holding meetings with the aim of enabling the vocational high school students to do apprenticeship, education and application in accordance with these regulations; ensuring them to get the necessary brief information.

b) **Organising the** documents to be used through apprenticeship ready to be printed on time, c) Collaborating with the related departments about apprenticeship and position procurement to the students,

d) Dealing the students to the apprenticeship positions,

e) Inspecting the apprenticeship studies,

f) Evaluating the apprenticeship studies,

g) Having interviews and applications if appropriate.

CHAPTER THREE

Apprenticeship Contingents and the Right to Benefit from Apprenticeship

The Right to Benefit from Apprenticeship

Article 9 — Students of vocational high schools in vocational and technical training region Benefit from the articles of this directive.

Apprenticeship Contingents

Article 10 — **The Chambers of Commerce and Industry** in Vocational and Technical Training Region present, attached Supplement(1) form suggesting the number of acceptable students and apprenticeship fields of their members to the Apprenticeship and Training Application Board, every year from January to the last day of March.

Article 11 — Vocational High School Managements, fill and present the attached Supplement (2) form to the Apprenticeship and Training Application Board by determining the fields and numbers of the apprenticeship students, every year until the last day of March.

Article 12 — The contingents presented by public institutions and Chambers of Commerce and Industry, and Vocational High Schools to the University, Apprenticeship and Training Application Board, assigned to the Vocational High Schools according to supply and demand balance by specifying assigned apprentice numbers and apprenticeship fields; every year from January to the last day of March. Attached supplement (4) form is sent to, related public institutions, Chambers of Commerce and Industry and Vocational High Schools Apprenticeship and Training Application Board,

Article 13 — Vocational High Schools can not send more apprentices than the number presented by University, Apprenticeship and Training Application Board. In case the workplaces, resources and general economic conditions don't change they decide to increase contingents of the previous year whenever possible and not to decrease them.

Students who can't find apprenticeship position because of lack of contingent can do their internship through their own means after approval of Vocational High Schools Apprenticeship and Training Application Board. The number of students who can't find apprenticeship or application position and their apprenticeship areas are presented to University Apprenticeship and Training Application Board.

CHAPTER FOUR

Regulations About Apprenticeship

Documents Required from Apprentice Students

Article 14 — Apprentice Students need the following documents to start apprenticeship;

- a) Student certificate proving Apprentice Students are from which Vocational High School.
- b) Application document proving the student is willing to do apprenticeship.
- c) Curriculum Vitae (CV) of the student showing the classes has been attended and the previous apprenticeship history of the student. They apply to the related Vocational High Schools Apprenticeship and Training Application Board.
- d) Apprentice candidates; give the official letter taken from related Vocational High School Apprenticeship and Training Application Board and two photos to the workplaces that they'll do their apprenticeship.

Opportunities of Apprentice Students

Article 15 — The businesses accepting apprentice students provide all the opportunities they provide to their own staff.

The businesses accepting apprentice students show maximum effort to meet the accommodation and meals of the apprentice students and enable them to use social resources of the business.

Apprenticeship Abroad

Article 16 — The student of vocational high schools can do their compulsory internship, education and application studies abroad provided that it doesn't hinder their standard education programme. The student presents the Certificate of Acceptance to Apprenticeship and Training Application Board of the related Vocational High School. Apprenticeship and Training Application Board of the Vocational High School evaluates this demand and lets the student to do his internship abroad.

Students who completed their internship abroad present the related documents to the related Apprenticeship and Training Application Board of the Vocational High School, the documents deemed appropriate are approved by the board.

CHAPTER FIVE

General Rules

Apprenticeship Time and Duration

Article 17 — If students education is continuing; it is necessary for them to do their internship within the months in summer and semester holiday, but if the workplace conditions are not suitable, they can do their internship apart from these dates, without hindering their education process.

The students who have completed their education but haven't done their internship and the students of evening classes (as through the 3th semester) can do their internship within the year with their own means if approved by Vocational High Schools Apprenticeship and Training Application Board provided that they find the their own apprenticeship position on their own means.

Apprenticeship Duration is 45 Workdays

Students of high schools, doing professional practice in their study period are evaluated exclusive from the 45 days of apprenticeship period.

Apprenticeship programmes are applied according to the calendar determined by Apprenticeship and Training Application Boards of Vocational High Schools. Education and apprenticeship go hand in hand. There will be no classes on apprenticeship days.

Temporary Graduation Certificate and Certificate cannot be organized for the students who have passed all the necessary classes but haven't done their apprenticeship.

Success at Apprenticeship

Article 18 —the success and eligibility of the apprenticeship that Vocational High School students have done their internship are evaluated by Vocational High Schools Apprenticeship and Training Application Board their study is presented to University Apprenticeship and Training Application Board to make its success approved.

The students who have done their internship present their study file about their studies and processes they have done through their internship, to Vocational High Schools Apprenticeship and Training Application Board until the following classes' registration period by attaching it to a letter of request to be analysed and evaluated. The students who haven't presented their internship file are counted as not have done their internship. Vocational High Schools Apprenticeship and Training Application Board, evaluates the internship of the student considering their presented study file or training record book, employer report sent by the employer and the report sent by the visitor instructor. Later some corrections can be done on the training record. If the study file or training record book is approved as form and substance the apprenticeship of the student is approved or the student can be interviewed or they can make the student present some applications if needed.

The students who weren't successful, had or had to stop their internship process at the end of the apprenticeship period have two more chances to do their internship within their legal study period.

Disciplinary actions of the Apprentice Students Disiplin İşleri

Article 19 — Apprentice Students, have to obey the work, discipline and safety rules of the place they work.

The internship of those who act against these rules or not attending to their apprenticeship sequentially three days without permission or an excuse those who were absent more than 10 % of their internship period are terminated, and this situation is reported to the University Apprenticeship and Training Application Board. In this situation apprentice will now have a legal right of objection.

Higher Education Institutions Student Discipline Directory is eligible for Apprentice students through their internship period.

Apprentices are depended on the responsibilities of the staff of the place of employment for the loss they have caused because of their own deficiency.

Duties of Educational Staff

Article 20 — Apprentice students work under supervision of the educative staff determined by the employer throughout their internship process. The educative staff is responsible for making the , Apprentices maintain their internship and do the necessary applications according to a plan.

Inspector Instructor

Article 21 — The related instructors selected by Vocational High Schools Apprenticeship and Training Application Board, are responsible for inspecting and monitoring the apprentices at least once in their apprenticeship period, in their place of employment. If the workplace of the apprentice is geographically hard, impossible to reach or too far to reach and the apprenticeship cannot be inspected by the related instructor of the related Vocational High School than, an instructor of the closest Vocational High School is used for inspection and monitoring the related apprentice students. If this is not possible other education institutions and state institution and organization staff are referable. At the end of this inspection and monitoring related instructor holds and presents attached supplement (5) form to the related Vocational High Schools nun Apprenticeship and Training Application Board.

Illness and Accident During the Apprenticeship

Article 22 — The situation of the students who get ill and can't go to work more than three days, or have an accident through the apprenticeship is reported to University Apprenticeship and Training Application Board. University Apprenticeship and Training Application Board, is responsible to report this to the family of the student.

Their excused absence is added to the apprenticeship period of the student but this length cannot excess the half of the internship period.

End of the Apprenticeship Evaluation Report

Article 23 — Businesses fill attached supplement (7) and(8) forms via the chambers and the institutions in here in and send them to the Vocational High Schools Apprenticeship and Training Application Board to be assessed in the following week of the apprenticeship.

Article 24 — Other issues about apprenticeship not mentioned in this directory are determined by the University Apprenticeship and Training Application Board.

CHAPTER SIX Final Provisions

Validity

Article 25 — This directive is valid from 2008-2009 education year and takes effect since the day it was accepted by the Senate of Karabuk University.

Enforcement

Article 26 — The Rector of Karabuk University runs the judgements of this directive.

Accepted through 02/07/2008 date and 2008/05.8 Numbered Senatus Consultum.