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Suleyman Demirel University
Civil Aviation College
Aviation Management Department

Principles of Implementation for Vocational Training Courses in the Workplace

The implementation principles explained in this document have been prepared within the scope of the "Süleyman Demirel University Vocational Training in Businesses Directive," numbered 12 and adopted by the Süleyman Demirel University (SDÜ) Senate at its meeting numbered 621 on June 22, 2023, and based on the Higher Education Council Presidency's Framework Regulation on Applied Trainings in Higher Education numbered 31514, and have been created to explain the steps that students must follow.

This document aims to inform 4th-year students of the SDÜ Civil Aviation School (SHYO). 4th-year students will follow the application principles of the On-the-Job Vocational Training (OJT) course they will take in the relevant academic year, as outlined in Table 1, using the following points and the flowchart shown in Figure 1.

The implementation principles of the On-the-Job Vocational Training (OJT) course are explained in the following points:

1. The IME course is taken in the 8th semester by SHYO Aviation Management students.
2. Students can make their choices regarding the IME course through the Student Information System, in accordance with the IME work calendar. They do so as follows (See Table 1).
3. The student list for the Aviation Management Department at SHYO is determined in the spring semester by the "Department Committee" appointed by the Department Head. This committee evaluates factors such as application requirements, student request, GPA, and the number of places the company will accept, all within the scope of the SDÜ Aviation Management Directive.
4. For the first protocols to be prepared for the IME course, it should be considered that the company must be operating in the Aviation Sector (For new companies, **"Annex-5"** must be completed).

5. Students taking the IME course in the Aviation Management Department of SHYO must comply with the principles stated in Article 16 of the SDÜ IME Directive.
    a. Students must apply to the Head of Department of their registered program at least 6 weeks before the spring semester in which they will attend IME by filling out the **“EK-1”** form.
    b. The student, as shown in the calendar presented in Table 1 and the diagram shown in Figure 1. All necessary application steps must be completed in full.
    c. After their application is accepted, the student submits **the "Appendix-2"** practical training acceptance form and **the "Appendix-6"** IME contract to the Department Head after having them signed by the business manager.
    d. After the student receives acceptance to the IME program, they should send an email to havacilikyonetimi@sdu.edu.tr at the beginning of each following week, as shown in Figure 2. The applicant sends **“Annex-3”** and **“Annex-7” ,** and the permit document (if applicable) digitally to the specified address .
    e. The student participates in occupational health and safety training at the workplace and submits the participation certificates to the department head when required.

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f. The student visits the workplace in accordance with the schedule of the responsible instructor.
They know they will be found and they coordinate.

g. If a student starts the IME program but fails to complete it or is unsuccessful, they can extend their studies by one year by taking project design, final project, and practical courses with equivalent credits in the same semester of the following academic year.

h. Students may not leave the workplace without the knowledge of the responsible business manager and/or the training personnel assigned by the business within the scope of the IME program. Leave is not permitted except in mandatory circumstances. When leave is taken, the approved leave form must be submitted to the Department Head at the beginning of the following week.

i. The student must comply with all company rules and may not participate in union activities within the company.

j. Students cannot change employers during the IME period.

k. At the end of the IME training, the student submits the **"Appendix-4"** student evaluation form , filled out by the training staff/business manager, in a sealed envelope to the Department Commission within the IME **"Appendix-9"** Application File.

6. In addition to the points explained above, any special circumstances that may arise will be decided by the College Board of Directors after obtaining the opinion of the Department Commission and the Department Head.
It leads to a conclusion.

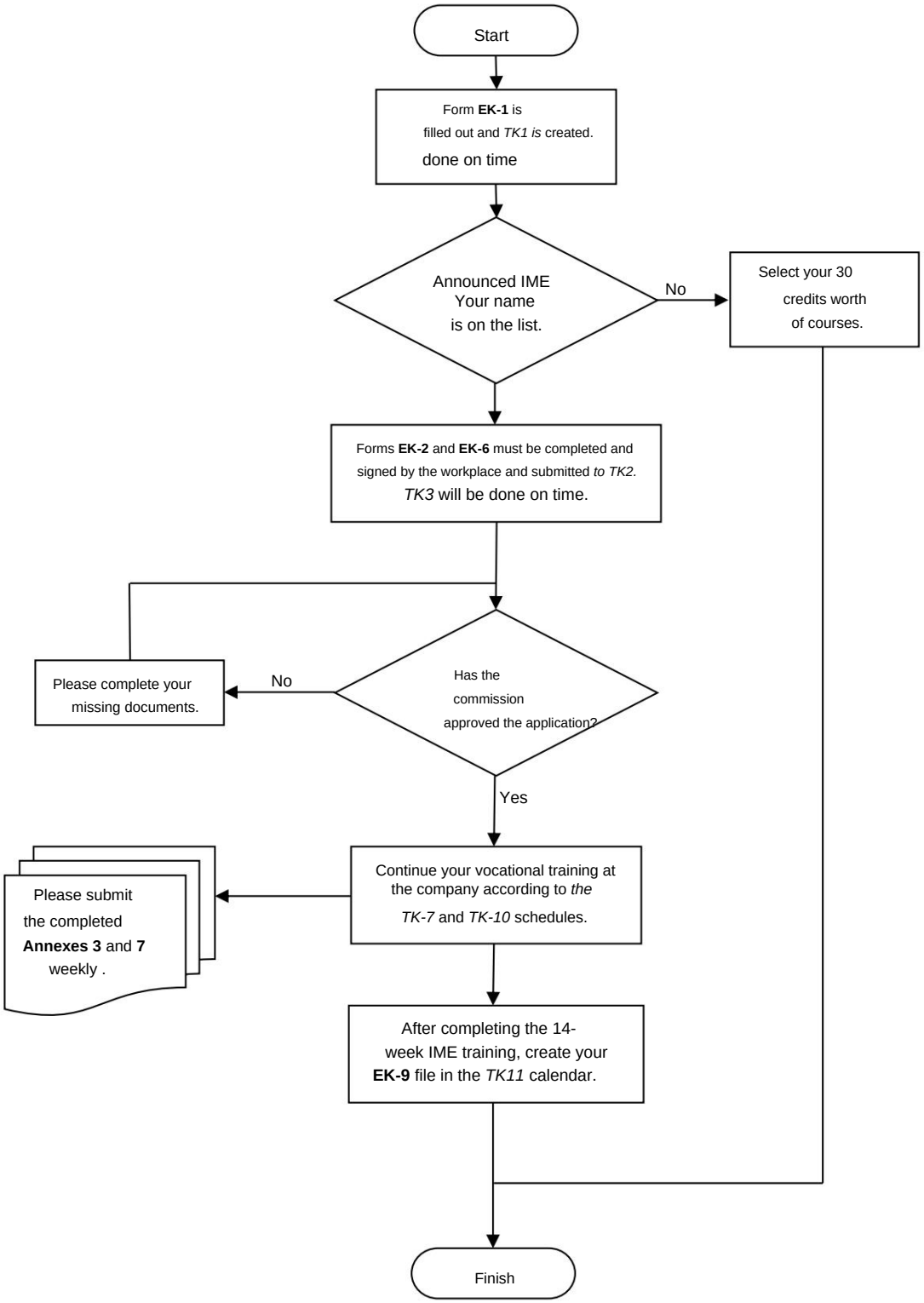
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Table 1: IME Training Calendar

TK1	**T0 – 6 Weeks**	Students must submit their applications for On-the-Job Vocational Training to the Department Head using the Student Application and Preference Form **(Appendix** -1). This step takes 'k' weeks and coincides with the Fall semester final exams.
TK2	**T0 – 4 Weeks**	The evaluation of applications by the Department Committee and the announcement of students who will begin their Vocational Training in the Workplace in the spring semester. This step covers a one-week period.
TK3	**T0 - 3 Weeks**	The following steps are required: The Department Commission must notify the company of the students who have been accepted for on-the-job vocational training, and the company must submit the Applied Training Acceptance Form **(Appendix-2)** to the Department Head. This process takes one week. Two copies of the On-the-
TK4	**T0 - 3 Weeks**	Job Vocational Training Contract **(Appendix-6)** must be obtained, signed by both the student and the company, and submitted to the Department Head after being signed/stamped by the company/institution. If the company is participating in the On-the-Job Vocational Training Program for the first time, the Protocol **(Appendix-5)** must be signed and submitted to the Department Head. This process also takes one week.
TK5	**T0 – 2 Weeks**	For students who will begin their Vocational Training in Business in the spring semester, the necessary checks of the documents requested by the Department Committee will be carried out. This process takes place over a one-week period.
TK6	**T0 – 1 Week**	The process of selecting courses and completing add/drop procedures for students who will be attending vocational training at the workplace (add/drop procedures are carried out together with course registration to ensure the smooth running of SGK (Social Security Institution) procedures). This covers a period of one week and coincides with the spring semester registration week.
TK7	**T0**	**Commencement of vocational training at the workplace.** **It coincides with the start of classes in the Spring semester (Semester 2).**
TK8	**T0 + 1 Week**	The process involves the supervision of students at their workplace (at least once during the semester) by the responsible teaching staff member. The student evaluation form **(Appendix-4)** must be completed by the responsible teaching staff member and submitted to the relevant Department Head. This process spans 14 weeks.
TK9	**T0 + 2 Weeks**	The 'Vocational Training Continuation Schedule' **(Appendix-7)** ** and the weekly work report **(Appendix-3.1** and **Appendix** -3.2) ** as well as the used 'leave of absence documents' **(Appendix-8)**** must be submitted to the Department Head's office via email at the beginning of each week. This process covers 14 weeks. (An example email format can be seen in Figure 2.)
TK10	**T0 + 14 Weeks**	**The end of vocational training at the workplace.**
TK11	**T0 + 15 Weeks**	After completing the vocational training at the workplace, the student must submit the Practical Training File **(Appendix-9)** (End-of-Term Report) and the Instructor's Report. Student Evaluation Form **(Appendix-4)** filled out by the staff . The matter must be communicated to the responsible teaching staff member. This process takes one week.
TK12	**T0 + 16 Weeks**	Students submit their application files to their responsible instructors and undergo interviews with the committee. This process takes one week.
TK13	**T0 + 17 Weeks**	The student's end-of-semester exam grade is determined and entered into the Student Information System by the Responsible Instructor. This process takes one week.
	T0: In the academic calendar, this is the start date of the Spring semester. **Note:** If there is a public holiday in any week within the calendar outside of the IME Training period, the process will be postponed to the following week and completed thereafter.	

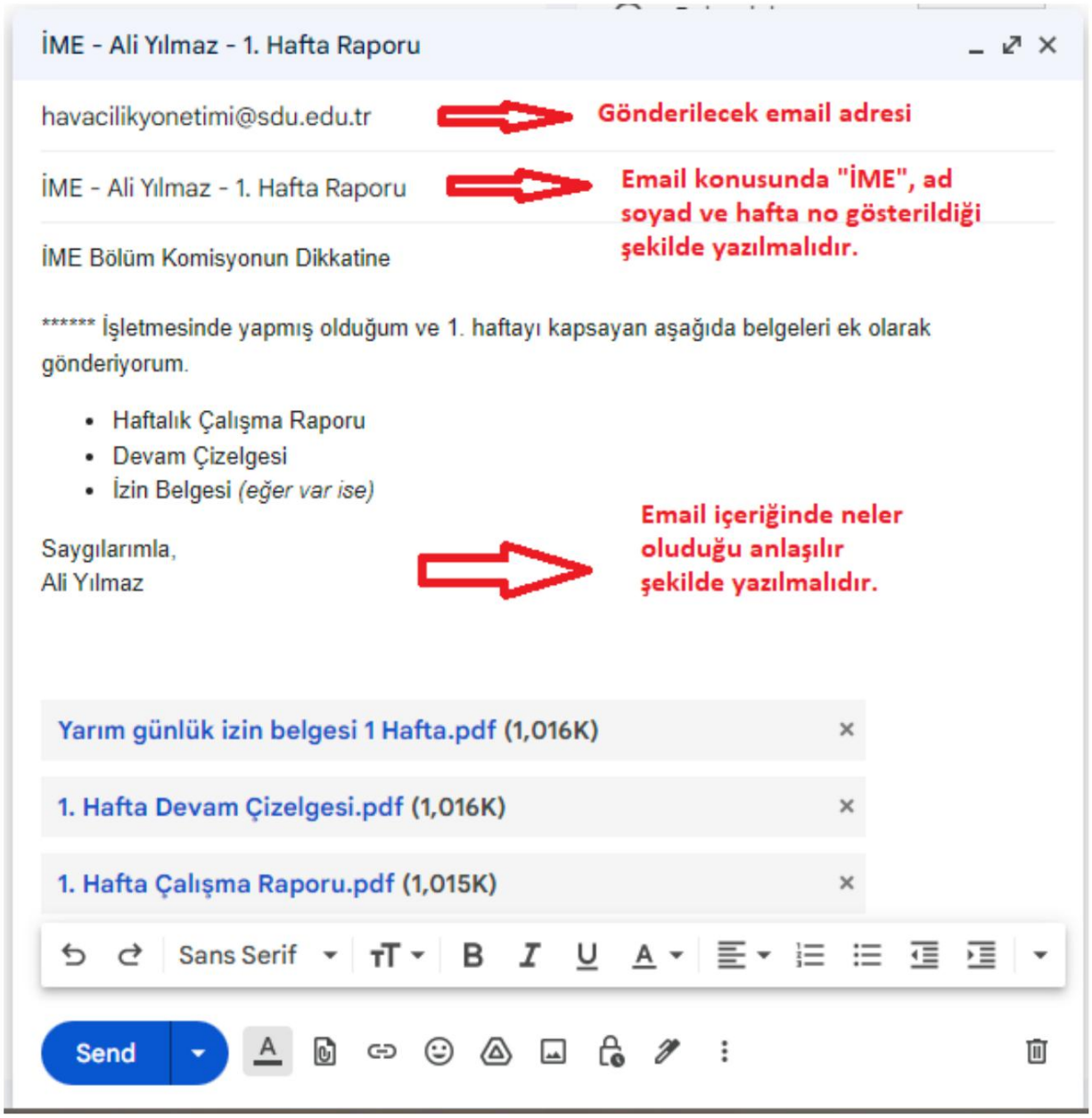
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Figure 1: IME Workflow Diagram



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Figure 2: Email format for sending Annexes 3 and 7.



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List of Appendices:

Appendix 1 Student Application and Preference Form

Appendix 2: Applied Training Acceptance Form

Appendix 3.1-3.2 Weekly Work Report

Appendix 4 Student Evaluation Form

Annex 5 Protocol

Annex-6 Agreement

Appendix 7 Attendance Sheet

Appendix 8 Permission Form

Appendix 9 Application File