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SULEYMAN DEMIREL UNIVERSITY GUIDELINES
FOR VOCATIONAL TRAINING IN BUSINESSES

CHAPTER ONE
Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1- (1) The purpose of this directive is to determine the procedures and principles of the Vocational Training in Businesses that Süleyman Demirel University associate/undergraduate students will undertake in public institutions and private organizations.

Scope

ARTICLE 2- (1) This directive covers the Vocational Training in Businesses that Süleyman Demirel University associate/undergraduate students will undertake in public institutions and private organizations.

Basis

ARTICLE 3- (1) This directive has been prepared based on the Higher Education Law No. 2547, the Social Security and General Health Insurance Law No. 5510, the Labor Law No. 4857, the Vocational Education Law No. 3308, the Framework Regulation on Applied Trainings in Higher Education and the Süleyman Demirel University Undergraduate Education, Training and Examination Regulation.

Definitions

ARTICLE 4- (1) In this directive; a) Department

Commission: Responsible for education and training, chaired by the Head of Department.
The committee consists of the Department Vice Chair and the Department Representative(s).

b) Department Representative(s): Departments coordinate Vocational Training in Businesses.
the teaching staff member(s) assigned by the Head of Department to do this,

c) Training Personnel: Appointed by the Business Manager, possessing professional competence, responsible for the students' training in the business, having received training in occupational pedagogy, knowing and applying vocational training methods and techniques, or working in vocational and technical education schools.
business personnel who have the authority to teach workshop, laboratory, and vocational courses in their institutions,

c) Vocational School/Faculty Commission: Chaired by the Director/Dean, and including the Deputy Director/ Deputy Dean responsible for Education and Training, and the Vocational School/Faculty Representative.
and/or a commission consisting of department heads involved in Vocational Training in Businesses,

d) Vocational School/Faculty Representative: The teaching staff member appointed by the Director/Dean to coordinate vocational training in businesses at the Vocational School/Faculty.

e) Weekly/Monthly Work Report: Student's Vocational Training in Businesses
a report containing the weekly/monthly work done within this scope

f) Business: In accordance with the requirements and learning outcomes of the associate/bachelor's degree program in which the student is studying, and upon the recommendation of the Vocational School/Faculty Commission. Public institutions and organizations, as well as private organizations, where vocational training will be conducted, as determined with the approval of the Director/Dean.

g) Student Evaluation Form: This form is completed by the company for each student, containing information and observations regarding the vocational training processes in businesses, the company's evaluation of the students' vocational training activities in businesses, and the Department's assessment.
The form containing the Commission's opinions regarding the training received,

(g) Business Manager: The person authorized to sign the Vocational Training Protocol in Businesses on behalf of the business.

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h) On-the-Job Vocational Training: Activities that enable students to participate in business activities for a semester and to acquire practical skills based on the knowledge they have gained during their studies.

i) Responsible Faculty Member(s): By the Head of Department, in Businesses
The instructor(s) assigned to observe, supervise, and advise students participating in vocational training in businesses, and to evaluate their vocational training in businesses at the end of the term, for the purpose of monitoring and evaluating vocational training.

i) Practical Training File: Documents compiled during vocational training in businesses.
the file whose content is determined by the Department Commission regarding the applications,

j) Student: Undergraduate students participating in vocational training in businesses,

k) Coordinator: Coordinator of Vocational Training in Businesses, l)

Coordination Office: Coordination Office of Vocational Training in Businesses, m)

Rector: Rector of Süleyman Demirel University,

n) Senate: The Senate of Süleyman Demirel University,

h) University: Süleyman Demirel University
It expresses.

PART TWO

Duties, Powers and Responsibilities

Tasks of the Coordinator

ARTICLE 5 - (1) The duties of the Coordinator are as follows:

a) To organize and coordinate vocational training in businesses.

b) Information necessary for the regular conduct of vocational training in businesses.
To cooperate with relevant units for the establishment and updating of the bank.

c) To organize orientation training in coordination with Vocational Schools/Faculties in order to promote Vocational Training in businesses,

c) Vocational School/Faculty Commissions related to Vocational Training in Businesses
to evaluate revision, change, and improvement requests submitted and to consider their suggestions
To forward to the Rectorate,

d) To cooperate with higher education institutions that provide vocational training in businesses both domestically and internationally, to exchange views, and to bring innovative best practices to the University.

Coordinator and their duties

ARTICLE 6 - (1) The Coordinator is appointed by the Rector from among the teaching staff. The term of office of the Coordinator is 3 (three) years. The Coordinator whose term of office has expired may be reappointed. The Coordinator may appoint two assistant coordinators.

(2) The duties of the coordinator are as follows:

a) To manage and direct the coordination office for which they are responsible, to organize and plan the work and processes of the coordination office in line with the aims and objectives of the institution in an economical, high-quality, effective and efficient manner, to supervise the implementations, and to operate in accordance with the purpose and philosophy of the coordination office.

b) To represent the Coordination Office both internally and externally,

c) To ensure coordination among the coordination office staff, and to define their duties, authorities, and responsibilities.

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c) To organize orientation programs, surveys, practical applications, seminars, etc. in cooperation with Vocational Schools/Faculties in order to introduce vocational training in businesses to students,

d) To identify and request all the needs of the coordination office,

e) To control all movable property transactions of the Coordination Office,

f) In businesses, based on information received from Vocational Schools/Faculties Preparing and submitting statistical reports on vocational training to senior management.

g) To ensure that the unit's website is appropriate for its intended use and up-to-date.

(g) To perform similar duties assigned by the Rector.

Dean's duties

ARTICLE 7- (1) Dean in the Faculty, Director in the Vocational School, Vocational Training in Enterprises They are the highest authority and administrator of the training program, and their duties include:

a) To organize and ensure the implementation of vocational training in businesses for vocational schools/faculties,

b) To establish the Vocational School/Faculty Commission and appoint the Vocational School/Faculty Representative, c) To approve the business lists proposed by the Vocational School/

Faculty Commission, d) To sign the Vocational Training in Businesses Protocol with the businesses and submit a copy to the

Coordination Office.

Duties of the Vocational School/Faculty Commission ARTICLE 8- (1)

The duties of the Vocational School/Faculty Commission are as follows:

a) Businesses where vocational training will be conducted, as recommended by the Department Commissions. to evaluate and submit for the Dean's approval,

b) To make the necessary arrangements and ensure coordination so that vocational training in businesses can be carried out in accordance with the determined procedures and principles.

c) To prepare draft protocols with businesses within the scope of Vocational Training in Businesses and submit them to the Dean for approval.

(2) The Vocational School/Faculty Commission meets before the start of the semester in which Vocational Training in Enterprises will be conducted. It may also meet upon the request of the Dean. The agenda of the meeting is determined by the Dean.

Duties of the vocational school/faculty representative

ARTICLE 9 - (1) The duties of the Vocational School/Faculty Representative are as follows:

a) Vocational Training in Businesses within Vocational Schools/Faculties and Departments to follow the process,

b) To ensure communication with the Coordination Office regarding Vocational Training in Businesses,

c) To report any disruptions or problems that may arise within the scope of Vocational Training in Businesses to the Faculty Commission,

c) To perform tasks assigned by the Director/Dean within the scope of Vocational Training in Businesses.

Department head's duties

ARTICLE 10 – (1) The duties of the Department Head are as follows:

a) To monitor the vocational training process in departments and businesses, b) To

assign the Department Representative(s) and the Responsible Faculty Member(s). to determine,

c) The Department collects the certificates of students who have completed their vocational training in businesses. To submit to the Commission,

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c) Announcements to be made within the scope of Vocational Training in Businesses will be made on the department's website. to ensure that it is announced through the page,

d) The information contained in the Business Evaluation Form (Annex-4) is entered into the automation system. To ensure that the application is submitted and the form is forwarded to the Student Affairs Office.

Tasks of the department committee

ARTICLE 11- (1) The duties of the Section Commission are as follows:

a) To define and manage organizational processes for identifying businesses where vocational training can be provided.

b) Businesses with which protocols will be drawn up within the scope of Vocational Training in Businesses to identify these businesses and present them to the Faculty Commission,

c) Within the scope of Vocational Training in Businesses, students are placed in businesses within the quota limits. c) Practical Training to be

organized within the scope of Vocational Training in Businesses

d) Determining the content of the file with businesses and informing students, e) Conducting

surveys on vocational training in businesses together with the Coordinator when necessary. Organizing activities such as practical sessions, seminars, etc.

e) Vocational Training in Businesses, Vocational Training in Businesses Directive and criteria to be applied in departments, Vocational School/Faculty Vocational Training in Businesses.

To ensure that it is carried out in accordance with the Implementation Principles,

f) To forward announcements regarding Vocational Training in Businesses to the Department Head, g) To resolve any issues

or problems that may arise within the scope of Vocational Training in Businesses, and to forward unresolved issues or problems to the Vocational School/Faculty Commission, ÿ) To analyze feedback received from responsible faculty members, compile

the results into a report at the end of each semester, and submit it to the Vocational School/Faculty Commission.

h) To submit the Business Evaluation Form (Appendix-4), along with your comments, to the Department Head.

i) To inform the Department Head of their opinion regarding whether the student should be exempted from the mandatory internship(s) included in their training plan after completing vocational training in businesses.

i) To approve the Business Evaluation Form (Appendix-4) and submit it to the Department Head.

Duties of the Department Representative(s) ARTICLE 12-

(1) The duties of the Department Representative(s) are as follows:

a) To carry out the tasks and procedures within the framework of Vocational Training in Businesses, b)

To report any shortcomings and problems that may arise within the scope of Vocational Training in Businesses to the Department Commission,

c) To fulfill the tasks assigned by the Department Head within the scope of Vocational Training in Businesses.

c) To coordinate with businesses that have protocols with the department.

Responsibilities of the responsible faculty member(s)

ARTICLE 13- (1) The duties of the Responsible Faculty Member(s) are as follows:

a) As the instructor primarily responsible for the student's education, to communicate with the business; b) To monitor and supervise

students in Vocational Training at businesses, to review weekly work plans, student reports and/or evaluation reports, and to monitor students at the business.

c) To ensure that the time spent is used appropriately for the purpose, and to cooperate

with the training staff and help solve problems.

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c) Applied Training File and Business Evaluation Form (Annex-4)
d) To guide students regarding the organization of the course(s),
and to determine the passing grade for the Vocational Training in Businesses course(s).
e) The Business Evaluation Form (Annex-4) must be completed after the training is finished.
Submit your observations and comments to the Department Head during the week.

Duties of the Business Manager

ARTICLE 14- (1) The duties of the Business Manager are as follows:

a) To sign the On-Site Vocational Training Protocol on behalf of the business where the vocational training will be implemented.

b) Assigning the training staff, c) Approving
the student's Practical Training Acceptance Form (Annex-2),

c) Social amenities such as nutrition and transportation provided by the company to its own personnel.
To make and implement the necessary arrangements so that students can also benefit.

d) At the end of the Vocational Training in the businesses, to approve the Business Evaluation Form (Annex-4) prepared by the Training Personnel and send it in a sealed envelope to the relevant Department Head.

Duties of the teaching staff

ARTICLE 15 - (1) The duties of the Training Personnel are as follows:

a) To ensure that students reinforce their theoretical and practical knowledge and skills through practical work experience, b) To prepare the student's weekly work plan, c) To inform the
student about their professional and ethical responsibilities
in the workplace, d) To equip students with the necessary skills and discipline for the
profession, e) To include information in the student's Practical Training File and Weekly/
Monthly Work Report.
To evaluate the activities specified in (Appendix-3),

e) At the end of the Vocational Training in the businesses, completing the Business Evaluation Form (Appendix-4) and feedback questionnaires and submitting them to the Business Manager.

Student duties and responsibilities.

ARTICLE 16- (1) The student's duties are as follows:

a) The rules and regulations of the business where the vocational training will be conducted, in accordance with Law No. 2547.
Compliance with the Higher Education Law and the disciplinary provisions specified in the same law,

b) To implement the Vocational Training work plan in businesses,

c) Submit the Weekly/Monthly Work Report (Appendix-3) and Practical Training File to the Responsible Instructor.

(2) In procedures regarding absence periods in Vocational Training in businesses, the regulations of our university and the official working rules of the business are applied. The student is expelled from the business. Unauthorized and unjustified absences are not permitted. Leave is not allowed except in emergency situations such as illness or the death of a first-degree relative. In cases where leave is necessary, an approved leave form must be submitted to the Department Head by the Training Staff.

(3) During Vocational Training in Businesses, the Vocational Training in Business courses and the practical courses such as Project, Design, Graduation Thesis determined in the Faculty Application Principles.
He cannot take classes outside of this.

(4) Cannot participate in union activities in the workplace.

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CHAPTER THREE

The Purpose of Vocational Training in Businesses, Vocational Training Protocol in Businesses, and Determining Quotas

ARTICLE 17- (1) The purpose of vocational
training in the workplace is to enable students studying for a bachelor's degree to: a) Gain practical skills based on the knowledge they have acquired during their studies.

b) To provide a close introduction to the fields of study related to the program, and to reinforce the knowledge and skills acquired during the learning period through practical applications in the workplace.
to enhance their experience,

c) To develop problem-solving skills,

c) To instill in employees the habit of working harmoniously as a team and communicating effectively with company personnel.

d) To introduce technological developments in the sector,

e) To provide opportunities to prepare for working life and help minimize the adaptation period.

Establishing vocational training protocols and quotas in businesses.

ARTICLE 18- (1) Vocational training in enterprises is carried out within the framework of the protocol signed between the Vocational School/Faculty where the student receives education and the Enterprise where the training will be implemented.

(2) In the protocol to be drawn up, the qualifications of the students who will receive Vocational Training in the enterprises, the duration of the training, working hours, the scope of the compulsory occupational health and safety training in the enterprise and the quotas must be determined.

(3) On-site Vocational Training of the Enterprise determined within the framework of the Protocol
The quotas are announced on the relevant Department's website.

CHAPTER FOUR

Vocational Training Course in Businesses: Duration, Application, and Evaluation

Vocational training course(s) in businesses

ARTICLE 19- (1) The Vocational Training Course(s) in the workplace are added to the departmental education plans by Senate decision upon the opinion of the relevant Department Commission, the Department Board and the proposal of the Vocational School/Faculty Board.

(2) The ECTS credit of the Vocational Training Course/Courses in Businesses, in which course pool/
The courses to be offered in the pools or which courses will be replaced are determined by a Senate decision based on the opinion of the Department Commission, the Department Board, and the proposal of the Vocational School/ Faculty Board. The total credit for courses calculated within the scope of Vocational Training in Businesses is determined as 30 ECTS.

Duration and format of vocational training in businesses.

ARTICLE 20 - (1) Vocational training in businesses is conducted full-time and uninterrupted for a semester, in accordance with the working conditions and hours of the businesses.

(2) The responsible teaching staff member(s) assigned within the scope of the Vocational Training Course(s) in the enterprises are given a maximum of five hours of theoretical teaching load per week, regardless of the number of vocational training groups in the enterprise for which they are responsible.

(3) The number of students in the groups to be formed within the scope of Vocational Training in the enterprises cannot be less than five. However, if the total number of students is less than five, one group
This can be done. Students in the same group can undertake On-the-Job Vocational Training in different businesses.

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Application for vocational training at businesses

ARTICLE 21- (1) Students who wish to participate in Vocational Training in Businesses may do so in the 3rd and/or 4th semester of associate degree programs, provided they have no failing grades, or in undergraduate programs. Business administration in the 7th and/or 8th semester, between the dates announced by the Vocational School/Faculty. Applicants can apply to the Department Head by indicating their preferences and submitting the Vocational Training in Business Application and Preference Form (Appendix-1).

(2) Students who have applied to the relevant Department Heads and have received at least a DC letter grade or have been exempted from all courses (excluding internship) up to the end of the semester specified in the education plan, have a GPA of at least 2.0 and/or above unless a higher value is specified in the Implementation Principles, and meet the conditions specified in the Implementation Principles are ranked and announced.

(3) If the quota specified in the protocols is not filled or additional quota is opened in the semester in which Vocational Training in the enterprises will be implemented, other students who have not applied before and who meet the conditions in Article 21-(2) may also apply.

Evaluation of applications

ARTICLE 22 - (1) Students who will start Vocational Training in the enterprises
The evaluation process for applications takes place at the end of the Fall semester of each academic year.

(2) According to the GPA ranking at the end of the 3rd and 7th semesters by the Department Commissions Student-company matching is done taking into account the students' company preferences.

(3) If the student who is originally selected has any failing grades (excluding internships) until the semester in which the Vocational Training in Businesses will be conducted, he/she loses the right to Vocational Training in Businesses. Substitute students are evaluated in place of the student/students who lose their right at the candidate evaluation meeting.

(4) Applications of students who apply for the quotas announced in the semester in which Vocational Training in Businesses will be implemented are evaluated according to their GPA and business preferences.
(In order for a student to be able to go to businesses for Vocational Training, their Cumulative Grade Point Average (GPA) must be 2.0 or higher, and they must not have any missed or failed courses from previous semesters as of the semester they will be going to.)

(5) The evaluation results made by the Department Commission are submitted to the Vocational School/ Faculty Board of Directors.

(6) Students who are entitled to Vocational Training in Businesses by the decision of the Vocational School/ Faculty Board are announced by the Department Head.

(7) Students who are entitled to receive Vocational Training in Businesses by the decision of the Vocational School/Faculty Board of Directors must choose the Vocational Training in Businesses Course(s) in the semester in which they will receive Vocational Training in Businesses. (8) Students who are

entitled to receive Vocational Training in Businesses are notified to the Coordinator. In addition, the files of these students are sent to the relevant business by the Vocational School/Faculty.

(9) The procedures required for students to receive education within this scope, in accordance with the Social Insurance and General Health Insurance Law No. 5510, are carried out by the relevant Vocational School/Faculty.

CHAPTER FIVE

Monitoring and Evaluation of Vocational Training in Businesses

Monitoring vocational training in businesses.

ARTICLE 23- (1) Within the scope of Vocational Training in Enterprises, the student is monitored by the Training Personnel and the Responsible Teaching Staff/Staff throughout the training period.

(2) The student shall submit the Weekly/Monthly Work Reports approved by the Instructor (ANNEX-3). They are responsible for submitting it to the responsible faculty member(s).

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Evaluation of vocational training in businesses.

ARTICLE 24 - (1) The following procedures are applied in the evaluation and finalization of Vocational Training in enterprises:

a) The Business Evaluation Form (Appendix-4), which includes the grades given to the student by the Training Staff and the Responsible Faculty Member(s) within the scope of Vocational Training in Businesses, is submitted to the Department Commission.

b) The Practical Training File and the Business Evaluation Form (Appendix-4) are approved by the Department Committee.

c) Students who are asked to make corrections to their Weekly/Monthly Work Report (Appendix-3) have 1 (one) week to do so. It must make the requested correction.

c) The grade for the Vocational Training Course(s) in Businesses is determined according to the evaluation grade given by the relevant Instructor(s) and Training Personnel.
The evaluation can also be carried out in the form of presenting the Applied Training Portfolio in accordance with the Application Principles of Vocational Schools/Faculties. Evaluation of Vocational Training in Businesses,

• Sense of Duty and Responsibility, •
Aptitude for Communication and
Collaboration, • Motivation and Willingness
to Learn, • Professional Competence and Development,

According to the criteria, the final grade is calculated as the sum of 40% of the evaluation score given by the Responsible Faculty Member(s) and 60% of the evaluation score given by the Training Staff (excluding the attendance criterion), out of a total of 100. The resulting evaluation score is converted into a letter grade according to the ranges in Table II of our University's Relative Grading Guidelines.

d) In addition to these points, Vocational Schools/Faculties may include additional evaluation criteria in the scoring, provided that they are specified in the Implementation Principles. The scoring of the included criteria is determined by the Department Committee. The additional criteria and their scoring are specified in the Implementation Principles. Absolute letter grade ranges are used when converting the obtained score to letter grades.

e) Students who fail to attend school without permission or a valid excuse.
They are considered to have failed the Vocational Training in Businesses.

f) Students who fail the Vocational Training in Businesses program will take the required course(s) from the training plan in the following semester, instead of the course(s) that were failed.

Right to appeal the evaluation results.

ARTICLE 25- (1) Students may appeal the results of the Vocational Training in Businesses evaluation by submitting a written application to their department within three (3) working days from the date of announcement. The appeals are examined by the Department Commission and decided upon within five (5) working days at the latest from the end of the application period, and the relevant decision is submitted to the Department Head to be notified to the student.

(2) If the student's objection is found to be appropriate by the relevant Commission, it is forwarded to the Dean's Office by the Department Head in order to obtain a decision from the Vocational School/Faculty Board for the grade change.

Mandatory internship(s)

ARTICLE 26 - (1) It is implemented as specified in the Implementation Principles.

Special circumstances

ARTICLE 27- (1) In case of bankruptcy of businesses, epidemics, natural disasters or force majeure of the student during the add-drop week, Vocational Training in Business can be carried out by matching the student with another business that has a Vocational Training Protocol and sufficient quota, upon the proposal of the Responsible Faculty Member and the approval of the Department Commission.

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(2) If the businesses go bankrupt, there is an epidemic, natural disasters, or the student has force majeure during the add-drop week, and there are not enough Vocational Training Protocols and/or vacant student quotas in other businesses, the student's Vocational Training in Business will be terminated. The student whose Vocational Training in Business is terminated will take the course(s) for which he/she is responsible in the training plan instead of the Vocational Training in Business Course(s).

(3) In the event of bankruptcy of businesses, epidemics, natural disasters or force majeure of the student, except for the add-drop week, the student's Vocational Training in Businesses
If the time spent is deemed sufficient by the Department Commission's favorable opinion and the Vocational School/Faculty Commission's decision, the student will complete their Vocational Training in Businesses.
It is considered completed.

CHAPTER SIX

Other Provisions

Principles of vocational school/faculty vocational training application in businesses

ARTICLE 28- (1) Each Vocational School/Faculty department shall determine the criteria it will apply in accordance with this directive and the Framework Regulation on Applied Training in Higher Education.
It is determined within the framework of the specified principles and the "Faculty Principles for the Implementation of Vocational Training in Businesses" come into force with the decision of the Vocational School/Faculty Board.

Course selection exceeding the maximum credit hours.

ARTICLE 29- (1) The student whose application for Vocational Training in Enterprises is accepted shall be transferred to Süleyman Demirel University by the decision of the Vocational School/Faculty Board of Directors.
According to the third paragraph of Article 16 of the Associate and Bachelor's Degree Education, Teaching and Examination Regulations, students may be allowed to register for more credits than the maximum number specified.

Students who have completed their vocational training in businesses at another higher education institution

ARTICLE 30- (1) Students coming from another Higher Education Institution, if they have completed their Vocational Training in Businesses at the institution they came from, can be exempted from the internship/internships for which they are responsible in the curriculum of the Department in which they are registered.
Students complete all necessary documents related to Vocational Training in Businesses and submit a written application to the Department Head during the first week of the semester. The student's exemption request is decided upon by the Department Committee and the Vocational School/Faculty Board of Directors and processed into the automation system by the relevant Vocational School/Faculty.

(2) Students coming from another Higher Education Institution are deemed successful in Vocational Training in Businesses upon the opinion of the Department Commission and the decision of the Vocational School/Faculty Board of Directors, provided that they have completed their Vocational Training in Businesses at their previous institution. The relevant Vocational School/Faculty enters the information regarding the student's previous Vocational Training in Businesses into the automation system.

Compulsory occupational health and safety

training ARTICLE 31- (1) According to Article 7/3 of the "Regulation on the Procedures and Principles of Occupational Health and Safety Training of Employees", *"The employer of the workplace where practical training is received is responsible for the training and informing of apprentices and trainees. However, if the employer accepts, the occupational health and safety lessons or courses completed by apprentices and trainees in the educational institution where they continue their training may be considered as basic training."*
According to the provision that *"it is valid,"* occupational safety training is provided by the company. If the student has taken and passed the occupational safety course during their training, they may be exempted.

(2) Compulsory Occupational Safety Training can be provided by the Süleyman Demirel University Occupational Health and Safety Coordination Office upon request by the Enterprise and notification by the relevant Department Head of the students who will participate in Vocational Training in the Enterprises.

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Insurance, Illness and Accident Cases

ARTICLE 32- (1) Insurance of students against occupational and work-related diseases is done by the Vocational School Directorate/Faculty Dean's Office to which the student is affiliated, in accordance with the Social Insurance and General Health Insurance Law No. 5510. In other cases, the provisions of Article 25 of the Vocational Education Law No. 3308 are valid.

(2) The health report of the student who falls ill during Vocational Training in the enterprise and whose illness lasts more than seven days or who has any accident, as documented by official institutions, shall be reported by the Enterprise to the Department Head where the student is registered within 3 (three) working days.

The fee to be paid to the student during vocational training in businesses.

ARTICLE 33- (1) Regarding the fees to be paid to students by businesses, Law No. 3308
The provisions of Article 25 of the law shall apply.

(2) Students do not receive any payment from the University during their education.

Night work ARTICLE

34- (1) Vocational Training in Enterprises, which will be implemented in the enterprise,
Work is performed during the day as a permanent activity registered with the Social Security Institution. Students cannot participate in night shifts organized by businesses. Regardless of the circumstances, the legal responsibility for students who voluntarily participate in night shifts rests entirely with the student and the business.

Matters not included in the guidelines

ARTICLE 35- (1) In matters not included in this Directive, Süleyman Demirel
The provisions of the University's Associate Degree and Bachelor's Degree Education, Teaching and Examination Regulations and the Principles of Vocational Training in Businesses shall be taken as a basis.

CHAPTER SEVEN

Entry into force and implementation

ARTICLE

36 - (1) This Directive shall enter into force on the date it is adopted by the Senate.

Implementation ARTICLE 37- (1) The provisions of this Directive shall be implemented by the Rector.

Senate date and decision number regarding the adoption and amendments of the directive.		
History		The situation
22/6/2023	Number 621/12	The directive was approved.

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APPENDICES:

APPENDIX-1

SULEYMAN DEMIREL UNIVERSITY VOCATIONAL TRAINING IN

BUSINESS APPLICATION AND PREFERENCE FORM

STUDENT APPLICATION AND BUSINESS PREFERENCE STATEMENT

Name and Surname:	
Student Number:	
Turkish Republic Identity Number:	
Faculty / Department / Class:	
Cumulative Grade Point Average (GPA):	
Email Address:	
GSM Phone Number:	
Residence Address:	

PREFERENCE LIST

Preferences*	**Business Name**
1	
2	
3	
4	
5	

The results of the placement process will be announced on the respective departments' websites. I guarantee the accuracy of the information I have provided above.

*The number of options can be increased if needed.

…../…../ 20...

Department Representative

Signature

Student

Signature

APPENDIX-2

* This document must be completed by you in one original copy and submitted along with **your CV** to the Department you are enrolled in. It should be handed over to the presidency.

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SULEYMAN DEMIREL UNIVERSITY
PRACTICAL TRAINING ACCEPTANCE FORM

…… COLLEGE/FACULTY ……

Please be informed that your student, whose information is listed below, has been accepted to our company as part of the On-the-Job Vocational Training program, under the responsibility of the instructors whose information is also listed below. We offer.

STUDENT INFORMATION	
Name and Surname:	
Student Number:	
Turkish Republic Identity Number:	
Faculty and Department:	
Residential Address:	
GSM Phone Number:	
Email Address:	
BUSINESS INFORMATION	
Business Name:	
Name of Instructor Last Name, Title:	
GSM Phone Number:	
Email Address:	

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Business Manager
Signature

APPENDIX-3

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SULEYMAN DEMIREL UNIVERSITY

PROFESSIONAL TRAINING IN THE BUSINESS

WEEKLY / MONTHLY WORK REPORT

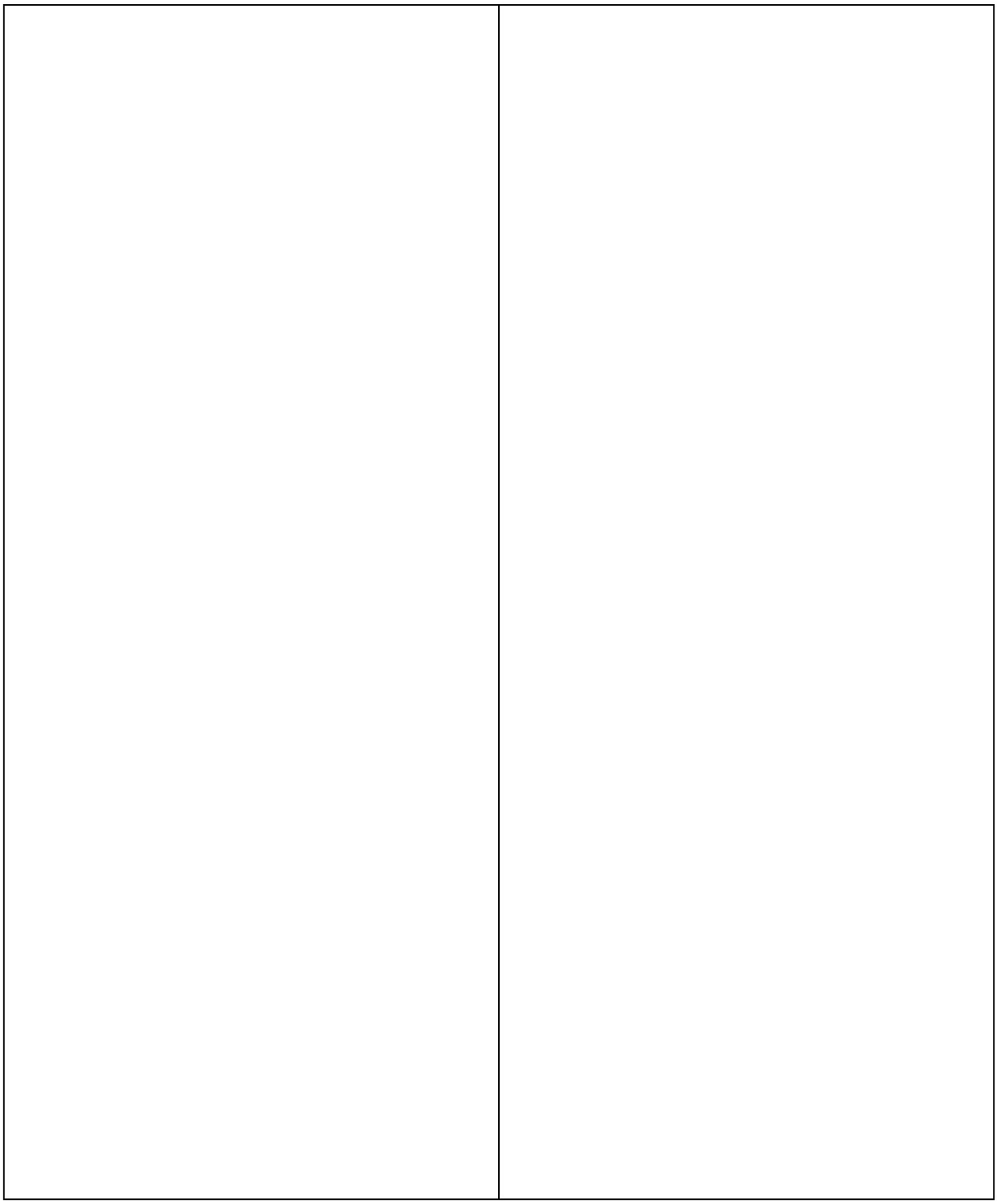
Name and Surname:	
Student Number:	
Faculty and Section:	
Business Name:	
Department(s)/group(s) worked in within the company:	
Training Staff Name, Surname, Title and Signature:	
Instructor Staff Contact Information:	GSM Tel. No:..... Email:……

INFORMATION ABOUT THE STUDY CONDUCTED

Writing areas can be extended as needed.

DATE RANGE	(WEEKLY/MONTHLY) …… / ……/ 20… - …… / ……/ 20…
WORK DONE / EXPERIENCE GAINED	

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APPENDIX-4

SULEYMAN DEMIREL UNIVERSITY
…… COLLEGE/FACULTY ……..

PHOTOGRAPH

PROFESSIONAL TRAINING IN THE BUSINESS
STUDENT EVALUATION FORM

STUDENT INFORMATION

Name Surname : ……

Number : ……

Faculty/Department/Program : ……

The company where he/she received vocational training. : ……

Start Date of Vocational Training at the Company : ……/……/20….

End Date of Vocational Training at the Company : ……/……/20….

COMPANY'S EVALUATION OF THE STUDENT

Departments she worked in and Training Staff	Task and Sense of Responsibility*	Communication and Cooperation Predisposition*	Motivation and Will to Learn*	Vocational Competence and Development*	TOTAL NOTE 1

*Each box will be graded out of 25 points.

OTHER OPINIONS (You can use the back page if needed)

……

Evaluation Date: ….. /…../202..

Approved
Instructor Staff: Business Manager:
Signature / Stamp: Signature / Stamp:

RESPONSIBLE FACULTY MEMBER EVALUATION

Duties and Responsibilities Consciousness*	Communication and Cooperation Predisposition*	Motivation and Will to Learn*	Professional Qualifications and Development*	TOTAL SCORE 2

* Each box will be graded out of 25 points.

Evaluation Date: ….. /…../202..

Approved by: Responsible Faculty Member:
Signature:

Minister Member Member