

	T.R. GEBZE TECHNICAL UNIVERSITY DIRECTIVES OF INDUSTRIAL APPLICATIONS COURSE	Document No	YÖ-0093
		Publication Date	06.01.2023
		Revision Date	-
		Revision No	0
		Pages	4-1

SECTION ONE

Purpose, Scope, Basis, Definitions

ARTICLE 1- (1) The purpose of this directive is to ensure that Gebze Technical University undergraduate program students increase their competitiveness by determining the principles of the Industrial Applications course that they can attend for a semester during their undergraduate education in private sector, public institutions, organizations and affiliated businesses and to organize activities to contribute to university-industry cooperation.

ARTICLE 2- (1) This directive covers the principles of the Industrial Applications course conducted at Gebze Technical University.

ARTICLE 3- (1) This Directive has been prepared based on the Higher Education Law No. 2547, Social Security and General Health Insurance Law No. 5510, Vocational Education Law No. 3308, Unemployment Insurance Law No. 4447 and Gebze Technical University Undergraduate Education and Examination Regulation.

ARTICLE 4- (1) Mentioned in this directive are;

- a) **University:** Gebze Technical University (GTU),
- b) **Faculty:** Faculties offering undergraduate education,
- c) **Course:** "Industrial Applications" course in different codes given by faculties,
- d) **Industrial Applications Course Faculty Planning Board (IACFPB):** The board that plans the process and operation of the Industrial Applications course,
- e) **Department Coordinator:** Department Planning Coordinator,
- f) **Workplace:** Private sector and public institutions, organizations and affiliated businesses,
- g) **Workplace Training Supervisor:** The training officer designated by the workplace for the student taking the course,
- h) **Cooperation Agreement:** The document signed by the workplace official and the Rectorate, which determines the quotas and conditions allocated to the University by the workplaces participating in the Industrial Applications course implementation,
- i) **Implementation Contract:** The contract that regulates the relations between the student and the workplace for course implementation and is signed by the student and the workplace training supervisor under the supervision of the Coordinator.
- j) **Industrial Applications Course Auditor:** It refers to an instructor who is qualified to teach courses, at least one from each department, who works in cooperation with the Coordinator in order to monitor the implementation of the course program in workplaces and to audit the students' conditions in the application.

SECTION TWO

General Principles, Authorities and Responsibilities, Evaluation, Final Provisions

ARTICLE 5- (1) Industrial Applications course; It consists of at least 14 weeks of practice at workplaces in the spring semester of the academic year by students who have completed at least 200 ECTS within the education period specified in the University's Undergraduate Education and Examination Regulations and

	T.R. GEBZE TECHNICAL UNIVERSITY DIRECTIVES OF INDUSTRIAL APPLICATIONS COURSE	Document No	YÖ-0093
		Publication Date	06.01.2023
		Revision Date	-
		Revision No	0
		Pages	4-2

have a GPA of 3.0.

ARTICLE 6- (1) The number of students stated by the workplaces that they will accept in the signed cooperation agreement is evaluated by the department coordinator and the quota of the course is determined and announced before the registration week. The student who will take the course chooses the workplace together with the Coordinator.

ARTICLE 7- (1) Students who take the Industrial Applications course in the relevant period can only take the Graduation Project/Study course in addition to this course. Students who are not enrolled in the Industrial Applications course take courses in the spring semester of the 4th year.

ARTICLE 8- (1) A two-person jury, including the department coordinator and the course auditor, reviews the report submitted by the student to the Department Coordinator at the end of the semester. The student makes a presentation to the jury covering the work he/she has done at the institution. The jury determines the student's letter grade by taking into account the student's course report and the evaluation report from the workplace. In determining the letter grade; The contribution of the workplace training supervisor's grade is 50%, and the contribution of the jury is 50%. The department coordinator sends the determined grade to the relevant deanery.

ARTICLE 9- (1) The course is conducted according to the following rules;

- a) The student who registers for the course must comply with the working hours of the workplace, a minimum of 14 weeks.
- b) If the student's total absence period, including report, exceeds 10% of the working day, the student will fail due to absence.
- c) Students do not have the right to leave during the course period. However, with the notice of the workplace training supervisor and the Department Coordinator, the student may be given leave for a period not exceeding 7 working days when considered necessary. This leave given can be added to the end of the period by the workplace, if desired.
- d) The Industrial Applications course of the student who does not go to the workplace for more than three days without permission or excuse is immediately terminated. The situation is notified to the Department Coordinator by the workplace in a letter.
Course grade is evaluated as NA.
- e) If the course auditor cannot be present at the workplace where the student practices during the semester's visit, a report is kept. If the same situation repeats for the second time, the student is considered unsuccessful. Course grade is evaluated as NA. Valid excuses of the student are reserved.
- f) Student athletes who represent the University in any competition or organization are deemed to be on leave upon written document sent by the University to the workplace. In this context, the days that students are on leave are not counted as absences.
- g) The student's departure from the workplace for compulsory courses in her program and meetings with the Graduation Study-II advisor will not be counted as absence.

ARTICLE 10- Obligations of the student enrolled in the course;

- a) Students are primarily obliged to comply with all rules and principles determined by the workplace during the application period.

	T.R. GEBZE TECHNICAL UNIVERSITY DIRECTIVES OF INDUSTRIAL APPLICATIONS COURSE	Document No	YÖ-0093
		Publication Date	06.01.2023
		Revision Date	-
		Revision No	0
		Pages	4-3

- b) At the end of the semester, students prepare a course report summarizing all the activities they have done during the Industrial Applications course and the knowledge and skills reinforced by learning, have it approved by the workplace training supervisor, and submit it to the Department Coordinator in printed and electronic form at the latest by the end of the first week of the final calendar of the relevant semester. The student presents and defends his report orally in front of the department jury on the last day of the second week of the final calendar.

ARTICLE 11- (1) Within the scope of the course, the provisions of the Higher Education Institutions Student Disciplinary Regulations apply to students' disciplinary matters. In addition, students must comply with the workplace rules regarding discipline and occupational safety.

ARTICLE 12- (1) Industrial Applications Course Faculty Planning Board (IACFPB); It consists of the dean, deputy dean, relevant department heads and department coordinators. IACFPB carries out the detection of problems related to the operation of the course and the development of solution proposals, the submission of opinions and suggestions regarding legal or administrative regulations to the Rectorate, and the organization of consultative meetings with the participation of workplace representatives when necessary in order to increase the effectiveness in the implementation of the course. A cooperation protocol with workplaces that will participate in the course will be prepared and submitted to the Rectorate.

ARTICLE 13- (1) The Department Coordinator is appointed by the relevant department head. IACFPB implements the decisions it makes regarding the operation of the course and the study program. It provides all kinds of communication and coordination necessary for the most successful implementation of the course. The process of determining the workplaces that will participate in the course is carried out by the Department Coordinator. In this context, students' demands are taken into consideration. If he considers it appropriate, he adds the workplace to the Industrial Applications course workplace list. If the relevant workplace signs an Industrial Applications Course Protocol with the University, students can participate in the practice at this workplace. His term of office is two years and he can be reappointed.

ARTICLE 14- (1) Auditor of Industrial Applications Course; It is a lecturer who is qualified to teach courses and is appointed by the head of the department upon the recommendation of the relevant Department Coordinator in order to monitor the students' progress in practice. Course auditor; It monitors the students enrolled in the course and evaluates the students by visiting the company at least once every three weeks in order to evaluate the suitability of the time spent by the students at the workplace, to evaluate the performance of the students, and to provide solutions to the problems experienced by the students at the workplace.

ARTICLE 15- (1) After the student is placed in the workplace where he/she will take the Industrial Applications course, an implementation contract is signed, which is prepared within the framework of the cooperation document with the workplace and determines the obligations of the workplace and the student. Implementation agreement; It consists of the course content to be prepared by the Coordinator, taking the opinions of the student's academic advisor, and the articles to be added to the contract, when necessary, according to the workplace work area and themes. This agreement shall be prepared in two separate copies and enter into force with the approval of the IACFPB.

ARTICLE 16- Obligations of the workplace;

- a) The workplace determines a training supervisor for the student taking the course. The education

	T.R. GEBZE TECHNICAL UNIVERSITY DIRECTIVES OF INDUSTRIAL APPLICATIONS COURSE	Document No	YÖ-0093
		Publication Date	06.01.2023
		Revision Date	-
		Revision No	0
		Pages	4-4

supervisor must have at least a bachelor's degree appropriate to the student's academic field. During the course, students work under the supervision of the supervisor assigned by the workplace. Obligations of the workplace training supervisor;

- i) To prepare the appropriate environment and conditions necessary for the development and reinforcement of the knowledge and skills of students in the workplace through practice,
 - ii) To help students work in accordance with work discipline,
 - iii) To monitor the students' work at the workplace and fill out the form in which the student's performance is evaluated at the end of the semester and submit this form to the Coordinator in a sealed envelope.
- b) The workplace is expected to provide the student with free transportation and other social services provided to workers. However, it is not obliged to allow students to benefit from financial aid provided based on a legal right or collective agreement.
 - c) If the workplace wishes, it can pay a fee in the form of a scholarship to the student.
 - d) The workplace training supervisor is obliged to inform the students about the workplace where they will work (organizational structure, scope of work, work environment, etc.) before the class period.

ARTICLE 17- Obligations of the University;

- a) General health insurance premiums of students who take the course for work accidents, occupational diseases and those who are not covered by any social security institution during the period they are in practice are paid by the University in accordance with Law No. 5510.
- b) The University implements the student's financial rights in accordance with the Regulation on Procedures and Principles for the Coverage of the Fees to be Paid by the Unemployment Insurance Fund for Compulsory Applied Education in Science and Engineering Sciences at the Undergraduate Level of Higher Education Institutions.

SECTION THREE
Matters Not Included in the Directive

ARTICLE 18- In cases where there is no provision in this Directive; The provisions of Law No. 2547, Council of Higher Education, Interuniversity Board, Gebze Technical University Undergraduate Education Regulation, Senate, University Executive Board, Faculty Executive Board and relevant legislation are applied.

Execution

ARTICLE 19- This Directive enters into force on the date it is approved by the Senate of Gebze Technical University.

Executive

ARTICLE 20- The provisions of this Directive are implemented by the Rector of Gebze Technical University.

ATTACHMENTS: FR-0638 Industrial Applications Course Protocol and Student Agreement.

Senate Decision Approving the Directive	
Date	Number
29.12.2022	2022/27