

**İZMİR INSTITUTE OF TECHNOLOGY**  
**REGULATION ON COOPERATIVE EDUCATION**  
**SECTION ONE**

**Objective, Scope, Basis**

**Objective**

**ARTICLE 1** – It is to arrange the Cooperative Education principles in İzmir Institute of Technology (IzTech)

**ARTICLE 2** – This regulation covers the principles related to the Cooperative Education executed in IzTech.

**Basis**

**ARTICLE 3** – This regulation has been prepared by being based on the Additional 23<sup>rd</sup> article of the Higher Education Law numbered 2547.

**Definitions and Abbreviations**

**ARTICLE 4-** The following terms taking place in this Regulation shall have the meanings assigned to them below:

IzTech : İzmir Institute of Technology

Chancellor: the Chancellor of IzTech,

Coordinatorship: the IzTech Cooperative Education Coordinatorship,

Coordinator: the IzTech Cooperative Education Coordinator,

Faculty: the Faculties affiliated to IzTech,

Faculty Cooperative Education Commission: the Commission composed of four academic members selected from every faculty and Coordinator and which is obliged to ensuring the smooth implementation of this regulation,

Working place: the Public and private sector institutions and organizations in which the students are assigned for doing the applied training,

Cooperative Education Protocol: the certificate signed by the working place authority and Rector and explaining the quotas and conditions related to the cooperative education,

Agreement: the certificate arranging the relations between the student and working place in the issues of the cooperative education applications and signed by the student, Coordinator and working place representative in the name of the Institute.

**SECTION TWO**  
**Coordinatorship Organization, Duties and Management**  
**Establishment and Management**

**ARTICLE 5-** For realizing the issues mentioned in the objective article of this Regulation, the Cooperative Education Coordinatorship has been established in IzTech.

The coordinatorship is composed of;

- a) Faculty Cooperative Education Commissions ,
- b) Coordinator.

**Duties of the Cooperative Education Coordinatorship**

**ARTICLE 6-** The assignment of the coordinator and the duties of the commissions are as follows:

- a) The coordinator is assigned for three years by the Chancellor among the IzTech Academic members.
- b) The Faculty Cooperative Education Commission is composed of four academic selected by the Dean among the candidates proposed by the Head of Departments affiliated to the IzTech Faculties and of the Coordinator who is the natural chairman of this commission.
- c) The term of the office of the commission members other than coordinator is two years. The members whose terms end can be reassigned. The new ones are assigned in place of the members who leave before their terms end for ending the remaining period with the same procedure.
- d) The commission meets at least once for every two months upon the invitation of the coordinator: they discuss the prepared agenda items and make decisions on them and review the activities of the departments related to the coordinatorship.
- e) IzTech collects the data that will be used in the cooperative education activity from the students and forms the “Student Information Bank”.
- f) IzTech collects the information of the working places in which its students will make cooperative education and forms the ‘Working Place Information Bank’.

g) They work in harmony with the Office of the Chancellor for finding working places in the adequate number and in the appropriate attribution for the cooperative education and signing protocol with them.

h) They provide the interview facilities among the students and working place by using the “Student Information Bank “ and ‘Working Place Information Bank’ and by this way, they realize the placement of the students to the working places.

i) They organize the giving of the information and guidance lessons to the students before the cooperative education.

i) They visit and audit the students participating to the cooperative education in the working places with the academic member giving the course. They meet with the firm authorities and students and prepare proposals oriented for the solution of the problems encountered in the implementation.

j) At the end of the cooperative education process, they examine and evaluate the evaluation report to be prepared by the firm authorities and report that the student prepares. The academic member giving the course makes the grading of education that the student has taken.

### **SECTION THREE**

#### **Implementation of Cooperative Education**

**ARTICLE 7- Duration of the Cooperative Education and Condition of Graduation:** It covers the cooperative education duration and graduations of the students registered to the Faculty and Departments affiliated to IzTech.

a) The departments which want to implement the Cooperative Education program revise their education plan and open a new cooperative education course corresponding to one technical elective course credit rate.

b) Within the content of this course, the benefits and outputs of the cooperative education and the evaluation processes of the auditing and implementation are told to the students in the campus for two weeks at the starting of every semester. After this, the students are obliged to go to the working place for one or two days in a week during the semester.

c) In case of failure in the cooperative education due to the various reasons, a student completes his/her credit deficit by taking one technical elective course.

d) From the students who want to have cooperative education, the students whose average grade is higher than 2.5 and is higher than the average grade determined by the department offering the course and who have completed all courses in the first four semesters with success prepare their resumes and add them to the “Student Information Bank”. In the direction of the quota determined with the protocol, the firm authorities make selections from the students.

### **Certificates to be Requested from the Student**

**ARTICLE 8-** The student going to the working place allocated to him/her for getting cooperative education will bring the followings with him/her;

- a) copy of the Cooperative Education Agreement made with the working place,
- b) Cooperative education implementation and evaluation documents (in a closed envelope)
- c) and delivers them to the working place authorities.

### **Facilities to be provided to the students**

**ARTICLE 9-** The working places;

- a) can pay remuneration that they will determine to the students who will get cooperative education.
- b) The students can also benefit from the social services provided to the workers in the conditions in which the workers benefit from them. However, the students cannot benefit from the aids which are made by being based on the collective bargaining or a legal right.
- c) IzTech makes insurances for the students having the Cooperative Education against the Work Accidents and Occupational diseases according to the law numbered 5510, and pays their premiums.

### **Discipline Affairs**

**ARTICLE 10-** In the discipline affairs of the students participating to the cooperative education, the verdicts of the Higher Education Institutions Student Discipline Regulation are valid. However, the students are also obliged to obey to the verdicts related to the discipline and work security of the regulations belonging to the students. The cooperative education of a student who does not come to work without permission or excuse for more than three days or

who is absent for more than four days in one cooperative education semester is immediately terminated and the situation is notified to the Coordinatorship with a correspondence by the working place.

### **Common Supervisor and Duties**

**ARTICLE 11-** The students work under the supervision of the supervisor assigned by the working place in the cooperative education period. The supervisor ensures the followings that:

- a) The student is busy with the cooperative education program and the works related to its issue,
- b) The student makes activities which are appropriate to the objectives of the cooperative education program,
- c) The student works in a way which is appropriate to the discipline and work security in the working place.
- d) At the end of the term, s/he evaluates the performance of the student and notifies it to the Coordinatorship with a written report.
- e) In the unexpected cases arising from the working place, the evaluation is made by the commission.

### **Disease and Accidents**

**ARTICLE 12 –** The name, surname of the student who gets sick during the cooperative education and whose illness continue for more than seven days or who has any accidents is notified to the Coordinatorship by the working place together with his/her disease and nature of the accident. If the total absenteeism duration of the student including the report exceeds 40% of the implementation period, the student fails from the absenteeism and is regarded to be unsuccessful.

### **Cooperative Education End-Report**

**ARTICLE 13-** The students keeps diary in a way that will also cover the works that he has done during the cooperative education. At the end of the term, s/he prepares a report being based on this diary and makes it approved by his/her supervisor in the working place and gives it to the Coordinatorship when s/he returns. S/he presents and defends his/her report verbally in front of a jury which is composed of Academic member/members who are responsible for the cooperative education lesson and his/her supervisor in the working place at the date determined by the department. The cooperative education supervisor in the working

place writes his/her thoughts to the evaluation report by observing the behaviors of the student, his/her ability to observed the operational mechanism of the working place and his/her participation to the works and sends it to the Coordinatorship with a closed envelope.

### **Enforcement**

**ARTICLE14-** This regulation takes effect as of the date at which it is approved by the Senate.

### **Execution**

**ARTICLE 15**—The Provisions of this Regulation shall be executed by IzTech Chancellor.