

ANKARA YILDIRIM BEYAZIT UNIVERSITY
FACULTY OF ENGINEERING AND NATURAL SCIENCES
GUIDELINES FOR PROFESSIONAL TRAINING IN INDUSTRY (ENGR450)

PART ONE
Initial Provisions

Purpose

ARTICLE 1- The purpose of these guidelines is to determine the principles to be followed in the implementation of Professional Training in Industry within the scope of undergraduate education at the Faculty of Engineering and Natural Sciences in accordance with Article 20 of the Ankara Yıldırım Beyazıt University Undergraduate Education, Teaching, and Examination Regulation.

Basis

ARTICLE 2- These guidelines have been prepared based on Article 44 (c) of the Higher Education Law numbered 2547 dated 4/11/1981 and Additional Article 23 - (Additional: 7/6/1995 - 4111/2 md.).

Scope

ARTICLE 3- These guidelines cover students of the Faculty of Engineering and Natural Sciences at Ankara Yıldırım Beyazıt University.

PART TWO
Periods and Locations of Professional Training in Industry

ARTICLE 4- The duration of the professional training program in industry is one semester, with a minimum of 1 day per week. Students make up for official holidays. The duration of professional training in industry and the grading process are completed on the date of the end of the final exams of the semester in which the course is taken.

Professional training in industry is conducted in the Spring or Fall semester. Students who have completed two internships and have a minimum overall GPA of 2.75 can take the professional training course in industry.

Official holidays are not taken into account when calculating the duration of professional training in industry.

ARTICLE 5- Applications for professional training in industry are made at least two weeks before the start date of the Fall or Spring semester specified in the academic calendar, and applications are made to the department with a petition and an Acceptance Form. The Department approves the student's enrollment in the professional training course in industry by considering criteria such as the company where the professional training will be conducted, job description, and the student's overall GPA. Students accepted to the professional training course in industry are announced by the department before the end of the Course Registration period.

ARTICLE 6- Students carry out their professional training in the workplace approved by the Department. Professional training in industry cannot be carried out abroad. There must be at least one employee from the same engineering branch in the institution where professional training in industry is conducted. The responsible representative of the company for the student must be from the same engineering branch as the student. Remote work will not be accepted except for compelling reasons.

Obligations of Students

ARTICLE 7- Every student undergoing professional training in industry is obliged to comply with the working, organization, discipline, and occupational safety rules of the workplace and to carefully use all kinds of spaces, tools, materials, machinery, vehicles, and equipment used in the workplace.

7.1- The student prepares all the subjects and technological information they work on in accordance with the relevant Faculty Member or the method determined by the department. In cases where the project the student is working on involves confidentiality, if requested by the company for information transfer, a confidentiality agreement may be signed between the instructor of the course and the company, and the student will follow this process. Otherwise, the company proposed by the student will not be accepted.

7.2- Students cannot participate in union activities at the workplace where they undergo professional training.

7.3- Any responsibility arising from not fulfilling or not being able to fulfill these obligations belongs to the student. Students who do not comply with the above issues or are complained about are subject to action under the Student Discipline Regulation.

7.4- The student starts the professional training in the workplace on the specified date. Attendance is mandatory in the professional training program in the workplace. Only the days the student attends will be counted as working days.

7.5- The student is responsible for any possible conflicts between the schedules of other courses taken at the university simultaneously with the professional training program.

Obligations of Companies

ARTICLE 8- It is expected that the workplace authorities will guide the students participating in the professional training program in industry in a way that will develop their professional practices. Workplaces are responsible for implementing and ensuring Occupational Safety rules in professional training activities.

Insurance

ARTICLE 9- For each student who will do an internship, insurance for "work accidents and occupational diseases" is provided within the scope of Law No. 5510 Social Security and General Health Insurance Law by the Faculty of Engineering and Natural Sciences Dean's Office. If accepted by the company and upon the student's request, the company where professional training in industry will be conducted can also provide insurance.

Process for Professional Training in Industry and Submission of Documents

ARTICLE 10-

- a) The student determines the company where they will do professional training in industry.
- b) The student applies to the workplace with the Professional Training Acceptance Form and ensures that the necessary part is filled out and signed by the workplace and fills out and signs the parts that need to be filled out by themselves, and submits the document to the Department with a petition. The Department approves the applications it deems appropriate.
- c) Some institutions where professional training in industry will be conducted may request necessary documents from the students (such as a criminal record from the Provincial Security Directorate, etc.), and these documents are prepared by the Faculty Secretariat upon the student's application.
- d) The student carefully records all the work done within the framework of the instructions of the responsible engineer during professional training in industry in the professional training report, along with the necessary form and documents. The student submits the entire report to the authorized person of the institution where professional training in industry is received by affixing a stamp and signature to each page and having it signed.
- e) Each student undergoing professional training in industry must submit the Professional Training Evaluation Form, which has been filled out and signed by the responsible engineer from the company, together with the Professional Training Report, in a sealed envelope, along with the SGK (Social Security Institution) barcode document obtained from e-government (only covering the period within the semester), to the instructor responsible for the professional training course in company or the responsible commission determined by the department before the end of the final exam dates of the relevant academic semester. Documents not submitted within the specified period will not be accepted.

Control System

ARTICLE 11- The professional training activities of students can be inspected in the workplaces where training is conducted when necessary by the Department. Students who are subject to a negative evaluation as a result of the inspection may be deemed unsuccessful with the reasoned decision of the responsible commission for the Professional Training in Industry course and the approval of the Department.

General Evaluation Principles

ARTICLE 12- When evaluating professional training reports and documents, the extent to which the student has increased their knowledge and experience at the workplace is determined by taking into account the following:

- a) The work done by the student in the company during the professional training period and the tasks performed by the student themselves should be written in accordance with the preparation principles of the professional training report, regularly and in an orderly manner.
- b) Reports consisting solely of text and figures taken from books and brochures will not be accepted. If small excerpts are taken from books and brochures, references must be provided.
- c) During the examination and evaluation of the professional training reports submitted by the students, if deemed necessary, the Departments may call the students for interviews regarding their professional training activities or request corrections in the documents. Students requested

to make corrections in the professional training report must complete the requested corrections within the period specified by the department.

d) The grading of students, taking into account feedback from the company, the student's reports, their presentation, and additional tasks given if necessary, is carried out by the Departments through the Responsible Instructor or the Responsible Commission.

PART THREE

Other Issues

ARTICLE 13- In cases where issues not covered in the Framework Regulation for Applied Education in Higher Education and the Guidelines for Professional Training in Industry at the Faculty of Engineering and Natural Sciences are not covered, the Department may make additional application decisions that are not contrary to these binding texts.

Effectiveness

ARTICLE 14- These Regulations enter into force on the date they are approved by the Ankara Yıldırım Beyazıt University Senate.

Execution

ARTICLE 15- The provisions of these regulations are executed by the Dean of the Faculty of Engineering and Natural Sciences on behalf of the Rector of Ankara Yıldırım Beyazıt University.