

**ALTINBAŞ UNIVERSITY  
SCHOOL OF FINE ARTS AND DESIGN  
DIRECTIVE FOR CO-OP EDUCATION PROGRAM**

**PART I**

**Objective and Scope**

**Article 1** – The objective of this Directive is to set forth procedures and principles governing Altınbaş University School of Fine Arts and Design Co-op Education Program.

**Article 2** – This Directive covers rules and regulations governing Co-op Education Program offered to Altınbaş University School of Fine Arts and Design undergraduate students.

**Article 3** - This Directive has been drawn up in accordance with Sub-Article (c) of Article 4 of Senate Decision No. 2015/5 of 09.06.2015.

**Article 4** – The following terms shall have the meanings as specified;

University: Altınbaş University,

(Undergraduate) School: School of Fine Arts and Design,

Department: Academic department that offers the Co-op Education Program,

Co-op Program: Cooperative Education Program

Agreement: Legal document that governs the cooperation to be carried out as part of Co-op Education Program,

Company: Partner organization engaged in the execution of Co-op Education Program,

Co-op Board: Board consisting of Dean, Program Chair, Co-op Program Coordinator, Program Advisor.

**PART II**

**The Objective, Advantages of and Guiding Principles for Co-op Education Program**

**Article 5** – The objective of the Co-op Education Program is to equip students with both theoretical and practical knowledge by combining the programmes and courses offered in University with work/business experience.

**Article 6** – The advantages of the Co-op Education Program are as follows: While on the one hand, employers are offered the opportunity to hire well-trained graduates that they are familiar with, who are able to become productive employees as soon as they are hired; on the other hand, the University will be able meet business needs; and the graduates employment rates of recent graduates will increase accordingly. Our students will get hired right after they graduate and gain work experience before graduation through the Co-op program.

**Article 7** – During Co-op Education Program insurance premiums shall be paid by the University.

### **Co-op Terms and Conditions**

**Article 8** – Undergraduate students studying in Altınbaş University School of Fine Arts and Design may take part in Co-op Education Program.

**Article 9** - Co-op program is an elective program. Students who have successfully completed the first 6 semesters in their respective program may to apply to Co-op partner companies, which have signed a protocol with Altınbaş University, via University Co-op Office. All required documents must be submitted on the dates specified in the academic calendar in order to complete Co-op application.

**Article 10** - Just because applications are submitted doesn't necessarily mean each applicant is eligible for being admitted to Co-op Education Program.

**Article 11** – Applications to Co-op Education Program shall first be evaluated by Co-op boards and sent out to the respective Company. Company officials shall select and hire Co-op students as set forth in the protocol.

**Article 12** – Students who have successfully completed application and selection processes shall be eligible for enrolling in the Co-op Program. The enrolment in the Co-op Program shall be carried out jointly by Co-Op Program Coordinator and Registrar's Office.

**Article 13** – Students participating in Erasmus Exchange Programs cannot take part in the Co-op program too within the same semester.

### **Program Duration**

**Article 14** - (a) Students admitted to the Co-op program shall be required to work at least 2 days per week and 8 hours per day at the host company during 6<sup>th</sup> or 7<sup>th</sup> semesters.

(b) Student may be allowed to partake in the Co-op program for both semesters subject to the approval of the program chair.

(c) Students admitted to the Co-op program shall be required to attend classes at the University 3 days/week throughout the semester.

## **Co-op Program Course Descriptions and ECTS Evaluation**

**Article 15** – Co-op program is carried out within the framework of European Credit Transfer System.

**Article 16** - (a) Students deemed eligible for admission to Co-op program must take courses listed in their undergraduate curriculum and complete 240 ECTS credits in order to graduate.

(b) Co-op students shall not withdraw from the Co-op program once they are enrolled in the program.

(c) Students who have failed the Co-op program shall not be allowed to re-apply. Instead, they must take ECTS credits equivalent to Co-op program credits in order to graduate.

## **Student Academic Performance Monitoring and Evaluation**

**Article 17** – Students joining the Co-op program shall follow the rules and regulations governing Co-op courses & credits under the supervision of Co-op coordinator.

**Article 18** - The performance of the Co-op students during their Co-op work term shall be jointly monitored by an authorised employee at the company and their Co-op coordinator at the University.

**Article 19** – Faculty members may conduct on-site evaluations to monitor student learning and performance during the Co-op program. These evaluations shall be deemed final grades.

**Article 20** – Co-op students shall prepare a monthly report covering the works/task they performed/accomplished during their Co-op term and submit it to their program Co-op coordinator.

(b) For programs requiring/not requiring a compulsory internship, each learning activity (approved by program coordinator) carried out as part of Co-op program shall be evaluated through ECTS credits provided that first the student successfully completes courses listed in his/her respective curriculum.

## **Sample Cooperative Education Agreement**

### **Article 1 - Objective**

The objective of this Agreement is to set forth the rules and principles governing the cooperation to be carried out between Altınbaş University (hereinafter referred to as the “UNIVERSITY”) and X (hereinafter referred to as the “COMPANY”) as part of Cooperative Education Model designed to combine theoretical knowledge taught at the University with the practical/real-life work experience.

## **Article 2 - Scope**

The Co-op education to be conducted within the scope of this Agreement shall cover the following: long-term internships and trainings to be carried out by the respective program students of the UNIVERSITY at the COMPANY premises; practical and final projects to be carried out under the supervision of specialist employees at the COMPANY; courses to be taught by the COMPANY employees and other practical & educational activities to be carried as part of pre-defined courses.

## **Article 3 – Respective Program**

The Co-op education set forth in this Agreement shall be carried out in Altınbaş University XXX Co-op program(s) during the 2<sup>nd</sup> semester of the 3<sup>rd</sup> year or the 1<sup>st</sup> semester of the 4<sup>th</sup> year following the 3<sup>rd</sup> year summer period, at the earliest.

## **Article 4 - CO-OP Coordinators**

Both parties shall assign a Co-op coordinator for the Co-op education program and notify each other of details.

## **Article 5 - CO-OP Program Advisor**

For the Co-op education to be carried out within the scope of this Agreement, the UNIVERSITY shall assign a Co-op Program Advisor and notify the COMPANY of details.

## **Article 6 - UNIVERSITY's Obligations**

UNIVERSITY's obligations regarding the Co-op program are as follows:

- a) Carrying out the academic planning for the Co-op program
- b) Providing the necessary equipment, supplies and course materials for the Co-op program
- c) Assigning Co-op faculty members, instructors
- d) Covering the course fees and additional course fees of Co-op faculty members
- e) Providing transportation for Co-op faculty members, instructors, students and other staff between the UNIVERSITY and the COMPANY premises.
- f) Drawing up and issuing certificates of participation in the Co-op program, transcripts and other related documents
- g) Ensuring directives, circulars, decisions and other Co-op program related regulations are implemented properly and in a timely manner.

h) Taking other necessary measures for the students can successfully complete the Co-op program

### **Article 7 - COMPANY's Obligations**

COMPANY's obligations regarding the Co-op program are as follows:

- a) Providing an appropriate office/workspace and other work-related materials/equipment for the proper conduct of Co-op program
- b) Providing experts, instructors, COMPANY personnel and other staff for the Co-op program
- c) Maintaining general security of the offices/work spaces allocated to the operation of the Co-op program
- d) Planning, generating and using information, report and documents required for the Co-op program in coordination with the Co-op Program Advisor.

### **Article 8 – Roles and Responsibilities of CO-OP Coordinators**

Co-op coordinators shall be responsible for maintaining the necessary coordination between the UNIVERSITY and the COMPANY and taking the necessary action for the successful continuity of the Co-op Program.

### **Article 9 - Roles and Responsibilities of CO-OP Program Advisor**

Roles and Responsibilities of CO-OP Program Advisor are as follows:

- a) Carrying out the necessary planning, and taking necessary action with regard to the Co-op program and Co-op students with the aim of maintaining the proper conduct of Co-op program
- b) Carrying out the necessary planning regarding the Co-op program; ensuring specified Co-op courses are offered to students; maintaining coordination between the respective Dean's Office and carrying out the necessary steps for the assignment of Co-op faculty members, instructors and other related personnel
- c) Ensuring Co-op students are enrolled in Co-op classes
- d) Carrying out the necessary communication and correspondence regarding the Co-op program
- e) Ensuring other Co-op related teaching/learning activities, managerial and disciplinary procedures are carried out in accordance with the program rules and relating regulations
- f) Taking measures to boost instructor and student morale and motivation

## **Article 10 - Miscellaneous Provisions**

- a) Co-op students must adhere by the Rules and Regulations set forth by the COMPANY covering working conditions, work discipline, work ethics, and work safety.
- b) Student selection for the Co-op program shall be carried in mutual agreement. However, the COMPANY shall have the preference.
- c) The UNIVERSITY shall be allowed to make academic arrangements regarding the Co-op program if deemed necessary.

## **Article 11 - Duration**

- a) This Agreement shall expire five (5) years from the effective date.
- b) This agreement shall automatically renew at the end of each term for a further term of one (1) year unless either party gives the other written notice of termination at least 30 days prior to the end of the relevant term.

## **Article 12 - Termination**

Either party may terminate this Agreement on 30-day written notice. In case of termination before the expiration date, termination will take effect as of the following academic year. In that case, any Co-op work that had been started before the termination date and that has been going on during the termination date shall be completed.

## **Article 13 - Effective Date**

This Agreement consists of 13 (thirteen) articles and 4 (four) pages, and it took effect from its signing by the Parties on .../.../ 2015.

On behalf of Altınbaş University

On behalf of the Company