

**ALTINBAŞ UNIVERSITY**

**SCHOOL OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES**

**DIRECTIVE FOR COOPERATIVE EDUCATION PROGRAM**

**PART I**

**Objective, Scope, Basis and Definitions**

**Article 1** The objective of this Directive is to set forth the rules and procedures governing Altınbaş University (AU) School of Economics, Administrative and Social Sciences CO-OP Education Program.

**Article 2** This Directive comprises the rules governing CO-OP Education Program offered by Altınbaş University School of Economics, Administrative and Social Sciences undergraduate programs.

**Article 3** This Directive has been drawn up in accordance with the decision set forth in sub-article C of Article 4 of Senate Decision No. **2015/5 of June 9, 2015**.

**Article 4** For the purposes of this Directive, the following terms shall have the following meanings:

**University:** Altınbaş University

**School:** School of Economics, Administrative and Social Sciences

**Department:** Department that offers the Co-Op Education Program

**CO-OP Program:** Cooperative Education Program

**Agreement:** Document that sets forth the cooperation to be carried out within the framework of CO-OP Education Program

**Host Company/Organization:** Company/Organization where CO-OP Education Program will be carried out

**CO-OP Board:** CO-OP Board that consists of Dean, Department Chair, CO-OP Department Coordinator and Program Advisor.

## **PART II**

### **CO-OP Education Program Aims, Benefits and Application Principles**

**Article 5** The aim of CO-OP Education Program is to combine the academic knowledge with practical experience gained in professional environment so as to train prospective graduates with good command of both theoretical and practical knowledge.

**Article 6** Benefits of CO-OP Education Program: Employers will have the chance to get to know their future employees beforehand so they can hire well-qualified, well-trained graduates who will be productive as soon as they are employed. University will have the opportunity to, on the one hand, meet employers' needs; on the other hand, increase the employment rate of its graduates. As for the students, they will have the chance to get hired as soon as they graduate.

**Article 7** Social insurance premiums of interns shall be covered by the University during the CO-OP Education Program.

### **Participation, Application and Eligibility**

**Article 8** All students enrolled in School of Economics, Administrative and Social Sciences may participate in CO-OP Education program.

**Article 9** CO-OP program is an elective program. All students having successfully completed their first 6 semesters in their respective academic program (Irregular students are required to have completed first 5 semesters) can apply to partner CO-OP organizations with whom Altınbaş University has signed a Co-Op Agreement. Students shall submit their applications along with all required documents to CO-OP Education Office before the specified application deadline as indicated in the Academic Calendar.

**Article 10** The fact that student has applied to participate in the CO-OP program shall not mean or guarantee that the student will be admitted to the program.

**Article 11** Applications to CO-OP program shall be evaluated by CO-OP board members and sent to the partner organization. Employers shall also evaluate the applications before the deadline specified in the academic calendar and select the students to take part in the CO-OP program as set forth in the agreement.

**Article 12** Students having successfully completed the application and selection process shall be eligible to enroll in CO-OP program. CO-OP Department Coordinator and Registrar's Office shall provide support to CO-OP students during the enrolment process.

**Article 13** Erasmus Exchange students shall not participate in CO-OP education program within the same semester.

### **Program Length**

**Article 14 (a)** Students admitted to CO-OP education program are required to work during the summer term for a total of 60 business days and 8 hours a day; minimum 3 business days per week and 8 hours a day during the fall semester.

**(b)** Students admitted to CO-OP education program are required to attend classes 2 days a week during the fall semester.

### **Principles governing CO-OP Education Program Course Descriptions, Application and ECTS**

**Article 15** CO-OP education program is considered part of European Credit Transfer System.

**Article 16 (a)** Students deemed eligible for the CO-OP education program has the right to quit the program after having successfully completed CO-OP summer term. In that case, they will be deemed to have done the compulsory summer internship in the fall semester. Students will have to complete 240 ECTS credits required for graduation by taking courses defined in regular undergraduate curriculum.

**(b)** CO-OP students shall not withdraw from the program once they enroll in fall semester CO-OP program.

**(c)** In the event a student fails the CO-OP program, s/he shall not apply to the program again. Instead, s/he must take courses with equivalent ECTS credits in order to graduate.

### **Student Academic Standing Monitoring and Assessment**

**Article 17** Students participating in a CO-OP program are required to take courses defined in their program curriculum and adhere to credit rules under the supervision of their CO-OP department coordinator.

**Article 18** During their work terms, CO-OP students shall be jointly monitored by a supervisor appointed by the partner company/organization and by their CO-OP department coordinator.

**Article 19** Instead of sitting mid-term and final exams, students shall submit two projects for the fall semester.

**Article 20** Students shall draw up a report on their performance; tasks/duties carried out at work every month during the work term and submit it to their CO-OP department coordinator by the end of the program.

**Article 21 (a)** Students participating in a CO-OP program shall complete 240 ECTS credits in order to graduate.

**(b)** After having successfully passed all classes set forth in the respective curriculum of their departments requiring/not requiring compulsory internship, student's evaluation shall be carried out through ECTS credits s/he took for any learning activity approved by department coordinator and performed by the student as part of Altınbaş University CO-OP education program.

**Article 22:** "The provisions of this Directive shall be executed by the Dean of School of Economics, Administrative and Social Sciences"

<b>Legal Bases of this Directive</b>			
<b>Relevant Board/Committee</b>	<b>Date of Decision</b>	<b>Decision No.</b>	<b>Decision Article</b>
University Senate	25/06/2019	2019/07	Decision -3
Board of Trustees	18/07/2019	2019/07	Decision -10