

ALTINBAŞ UNIVERSITY
SCHOOL OF ENGINEERING AND NATURAL 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 Engineering and Natural Sciences CO-OP Education Program.

Article 2: This Directive comprises the rules governing CO-OP Education Program offered by Altınbaş University School of Engineering and Natural Sciences undergraduate programs.

Article 3: This Directive has been drawn up on the basis 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 Engineering and Natural Sciences

Department: Department that offers the Co-Op Education Program

CO-OP Program: Cooperative Education Program

CDC: Career Development Centre

ERMS: Electronic records management system

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: The board that consists of the Dean, the relevant Department Chair and the Departmental Internship Coordinator.

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: The students of AU School of Engineering and Natural Sciences that meet the criteria set forth in Article 9 may participate in CO-OP Education program.

Article 9: (a) Co-Op program for School of Engineering and Natural Sciences (SENS) is a compulsory internship program including job training at companies which had signed a Co-Op agreement with Altınbaş University.

(b) Cooperative Education (Co-Op) is an elective program. Any SENS student who has completed 150 ECTS credits may apply to the Co-Op program.”

(c) Program covers the 7th semester, including the summer term at the end of the 6th semester.

(d) Students wishing to participate in the program are required to fill out an application form stating their intent for attending the Co-Op and submit it to their departments no later than the end of drop/add period of the 6th semester. Applications submitted after the deadline will not be evaluated.

(e) Students participating in the Co-Op program shall be exempt from carrying out a compulsory internship.

(f) Grades received by Co-Op students, who work 3 days per week in a host company/organization in the 7th semester, shall be deemed to be received for elective courses offered in the 7th semester.

Computer Engineering:

EQUIVALENT COURSES			
Term	Course Code	Course Title	ECTS (T-P)
Summer Term (July-September)	CE 399	Computer Engineering Internship II	1 (0-0)
	CE 499	CO-OP in Computer Engineering	15 (0-18)
		Total	16

Electrical and Electronics Engineering (Taught in English):

EQUIVALENT COURSES			
Term	Course Code	Course title	ECTS
Summer Term (July-September)	EE 399	Electrical-Electronics Engineering Internship II	1 (0-0)
	EE 499	CO-OP in Electrical-Electronics Engineering	15 (0-18)
		Total	16

Electrical and Electronics Engineering (Taught in Turkish):

EQUIVALENT COURSES			
Term	Course Code	Course title	ECTS

Summer Term (July-September)	ELK 399	Electrical and Electronics Engineering Internship II	1 (0-0)
	ELK 499	CO-OP in Electrical and Electronics Engineering	15 (0-18)
		Total	16

Industrial Engineering (Taught in English):

EQUIVALENT COURSES			
Term	Course Code	Course title	ECTS
Summer Term (July-September)	IE 399	Industrial Engineering Internship II	1 (0-0)
	IE 499	CO-OP in Industrial Engineering	15 (0-18)
		Total	16

Industrial Engineering (Taught in Turkish):

EQUIVALENT COURSES			
Term	Course Code	Course title	ECTS
Summer Term (July-September)	END 399	Industrial Engineering Internship II	1 (0-0)
	END 499	CO-OP in Industrial Engineering	15 (0-18)
		Total	16

Civil Engineering (Taught in English):

EQUIVALENT COURSES			
Term	Course Code	Course title	ECTS
Summer Term (July-September)	CVE 399	Civil Engineering Internship II	1 (0-0)
	CVE499	CO-OP in Civil Engineering	15 (0-18)
		Total	16

Civil Engineering (Taught in Turkish):

EQUIVALENT COURSES			
Term	Course Code	Course title	ECTS
Summer Term (July-September)	İNŞ 399	Civil Engineering Internship II	1 (0-0)
	İNŞ 499	CO-OP in Civil Engineering	15 (0-18)
		Total	16

Mechanical Engineering:

EQUIVALENT COURSES			
Term	Course Code	Course title	ECTS
Summer Term (July-September)	ME 399	Mechanical Engineering Internship II	1 (0-0)
	ME 499	CO-OP in Mechanical Engineering	15 (0-18)

		Total	16
--	--	-------	-----------

Architecture (Taught in English):

EQUIVALENT COURSES			
Term	Course Code	Course title	ECTS
Summer Term (July-September)	ARCH 399	Architecture Internship II	1 (0-0)
	ARCH 499	CO-OP in Architecture	15 (0-18)
		Total	16

Architecture (Taught in Turkish):

EQUIVALENT COURSES			
Term	Course Code	Course title	ECTS
Summer Term (July-September)	MİM 399	Architecture Internship II	1 (0-0)
	MİM 499	CO-OP in Architecture	15 (0-18)
		Total	16

Interior Architecture and Environmental Design (Taught in English):

EQUIVALENT COURSES			
Term	Course Code	Course title	ECTS
Summer Term (July-	IAED 399	Interior Architecture and Environmental Design Internship II	1 (0-0)

September)			
	IAED 499	CO-OP in Interior Architecture and Environmental Design	15 (0-18)
		Total	16

(h) Students participating in the Co-Op program shall be chosen among the applicants by the decision of the Faculty Administrative Board.

(i) Applications for Co-Op program shall be made at the respective Faculty Secretariat. Student's eligibility for Co-Op shall be determined by the respective Undergraduate School, which is also responsible for sending the list of students deemed eligible for participating in the Co-Op program to Career Development Center (CDC) and to Registrar's Office. The CDC shall be responsible for providing the host company with students' personal details and carrying out the social security procedures.

(j) At the beginning of the 6th semester, the Co-Op Board shall submit a list of candidates eligible for Co-Op and a list of host companies to the Dean's Office. The Dean's Office is responsible for transferring these lists to the CDC via the ERMS.

Article 10: Students admitted to Co-Op program shall;

(a) After the completion of internship, students shall provide their Co-Op coordinator with a report showing their attendance and performance at the host company.

(b) Upon the completion of the of Co-Op program, students shall present a project regarding the host company/unit/department or the industry in which the company operates. The content and the topic of the project shall be determined by the approval of Co-Op Coordinator of the respective undergraduate school before the start of the Co-Op program. Any changes to the project can take effect only by the approval of the Co-Op coordinator.

(c) The evaluation of the student's Co-Op performance shall be carried out by the Co-Op coordinator based on and the Co-Op project and the report provided by the host company.

(d) Students who successfully complete the Co-Op program shall be awarded a Co-Op certificate along with their diplomas.

(e) In case students quit the program before the beginning of academic semester (during Summer Term), number of work days may be deemed as days spent at Compulsory Summer Internship upon evaluation by the Internship Coordinator, provided that the work days at the host company are properly documented. In that case, student must apply to Registrar's Office with a form approved by his/her respective undergraduate school.

(f) Students who do not wish to continue the Co-Op Program in accordance with the academic calendar may quit the program provided that they have successfully completed the Co-Op program summer term (July-September) before the beginning of the academic semester. The number of work days in their Summer Term Co-Op Program will be counted towards their compulsory internship.

(g) In case a student quits the Co-Op program during the semester when s/he took part in the Program (7th semester), s/he shall be allowed to drop co-op courses and take instead selective courses offered during that semester, provided that s/he completes the add/drop procedures before the add/drop deadline. In that case, student must apply to Registrar's Office with a form approved by his/her respective undergraduate school.

(h) Students who quit the Co-Op Program after the add/drop deadline must repeat the semester. These students will have to withdraw from the Co-Op program. For withdrawal, students shall apply to Registrar's Office and submit a letter approved by his/her respective undergraduate school. Withdrawn students will not be allowed to apply to a Co-Op program again.

(i). **Upon their written request**, CO-OP students may be allowed to continue their Co-Op program on their 8th semester at least three days a week as an addition to the normal duration of the Co-Op program. In such case, the insurance procedures of the students will be carried out by the CDC. At the beginning of each academic semester, Co-Op students shall provide the Dean's office with a documentation stating the dates and times during which they will be working at the host company.

Article 11: The provisions of this Directive shall be executed by the Dean of School of Engineering and Natural Sciences.

Legal Bases of this Directive			
Relevant Board/Committee	Date of Decision	Decision No.	Decision Article
Senate	25/06/2019	2019/07	Decision 3
Board of Trustees	18/07/2019	2019/07	Decision 10
Yönergede Yapılan Değişikliğe İlişkin Yasal Dayanaklar			
İlgili Kurul	Karar Tarihi	Karar Sayısı	Karar Maddesi
Senate	24/12/2019	2019/14	Decision 11
Board of Trustees	09/01/2020	2020/01	Decision 15