

**REPUBLIC OF TURKEY**

**ALTINBAŞ UNIVERSITY**

**SCHOOL OF PHARMACY**

**DIRECTIVE FOR COOPERATIVE EDUCATION PROGRAMME**

**PART 1**

**Objective, Scope, Legal Basis and Definitions**

**Objective**

**Article** The objective of this Directive is to set forth the rules and procedures governing Altınbaş University (AU) School of Pharmacy ‘CO-OP Education in Industry’ Programme.

**Scope**

**Article 2** This Directive comprises the rules governing ‘CO-OP Education in Industry’ Programme offered for Altınbaş University undergraduate-level Pharmacy students.

**Legal Basis**

**Article 3** This Directive has been drawn up on the basis of Article 14 and Additional Article 23 of Turkish Higher Education Act No. 2547.

**Definitions**

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

- a) University: Altınbaş University
- b) School: School of Pharmacy
- c) CO-OP Programme: (Cooperative Education) ‘CO-OP Education in Industry’
- d) Agreement: Document that sets forth the details of the cooperation to be carried out within the framework of ‘CO-OP Education in Industry’ Programme
- e) Host Organization: Partner organization where a Co-Op student undertakes his/her internship
- f) CO-OP Board: Board consisting of Dean, Vice Deans, Co-Op Faculty Coordinator and Programme Advisor.

## **PART II**

### **Aim of the CO-OP 'Education in Industry' Programme**

**Article 5** (1) The aim of CO-OP Education Programme 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.

(2) Social insurance premiums of interns shall be covered by the University during the CO-OP Education Programme.

## **PART III**

### **Participation and Application Requirements / Eligibility Criteria**

#### **Participation**

**Article 6** (1) Students enrolled in School of Pharmacy may participate in CO-OP Education programme.

(2) CO-OP programme is an elective programme. All students having successfully completed their first 8 semesters in their respective academic programme 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 Career Development Centre before the application deadline announced by the Dean's Office.

#### **Application Requirements and Eligibility Criteria**

**Article 7** (1) Applications to CO-OP programme shall be evaluated by CO-OP board members and sent to the partner organization. Employers shall also evaluate the applications before the deadline set by the Dean's Office and select the students to take part in the CO-OP programme as set forth in the agreement.

(2) Students who have successfully completed the application and selection process shall be eligible to enrol in the CO-OP programme. CO-OP Faculty Coordinator and Registrar's Office shall provide support to CO-OP students during the enrolment process.

(3) Erasmus Exchange students shall not participate in CO-OP education programme within the same semester.

## **PART IV**

### **CO-OP Programme Length, Application and ECTS Rules**

#### **CO-OP Programme Length**

**Article 8** (1) Students admitted to CO-OP education programme are required to work at the host organization for a 15-week period (4 business days per week and 8 hours a day) during the spring semester of their 5<sup>th</sup> year.

(2) Students admitted to CO-OP education programme can attend classes one day per week for a 15-week period, during the spring semester of their 5<sup>th</sup> year.

#### **Application and ECTS Rules**

**Article 9** (1) CO-OP education programme is considered part of European Credit Transfer System.

(2) Students deemed eligible to take part in the CO-OP programme are required to select the relevant pool from 3 pools of courses offered in the 5<sup>th</sup> Year Spring semester. CO-OP programme covers a workload of 20 ECTS.

(3) CO-OP students shall not withdraw from the programme once they enrol in spring semester CO-OP programme.

(4) In the event a student fails the CO-OP programme, s/he shall not apply to the programme again. Instead, s/he must take courses with equivalent ECTS credits from another pool and complete his/her internship days in order to graduate.

## **PART V**

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

**Article 10** (1) Under the supervision of their Co-Op coordinator, students participating in a CO-OP programme are required to follow the rules governing the programme.

(2) During their internship periods, CO-OP students shall be jointly monitored by their CO-OP faculty coordinator and by a supervisor appointed by the host organization.

(3) Instead of sitting mid-term and final exams in spring semester, students shall prepare and submit two projects.

(4) Students shall draw up a monthly report covering the tasks performed at work and submit it to their CO-OP faculty coordinator.

(5) At the end of the CO-OP programme, Dean's Office shall notify students in advance whether they would be assessed in writing, orally or in both forms. The result of the assessment will be saved in the system in the form of a letter grade indicated below, in accordance with Article 7 of School of Pharmacy Faculty Board Decision No. 2019/07.

<b>Equivalent score over 100</b>	<b>Letter Grade</b>	<b>Weight Coefficient</b>
90-100	AA	4.00
81-89	BA	3.50
71-80	BB	3.00
66-70	CB	2.50
61-65	CC	2.00
56-60	DC	1.50
50-55	DD	1.00
0-49	FF	0.00

## **PART VI**

### **Effective Date and Execution**

#### **Effective Date**

**Article 11** This Directive shall become effective immediately on adoption by the members of the University Senate.

#### **Execution**

**Article 12** The provisions of this Directive shall be executed by the Dean of Altınbaş University School of Pharmacy.