

**ALTINBAS UNIVERSITY**  
**VOCATIONAL SCHOOL OF HEALTH SERVICES**  
**PRACTICAL EDUCATION DIRECTIVE**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Objective**

**ARTICLE 1-** (1) Practical trainings are the most important part of Altınbaş University Vocational School of Health Services associate degree education. For this reason, the aims of this directive;

- a) High School students professional information and skills improve about  
Related  
is to regulate the procedures and principles regarding the applied trainings in the programmes.
- b) Vocational School of Health Services students' theoretical and practical courses in the units, clinics, polyclinics, centres, laboratories, archives related to their own programmes, workplace and similar to Application in their field to be able to use to provide,
- c) To provide students with the necessary manual skills in their professional lives after graduation, to introduce and teach the use of machinery, devices, tools and equipment, to enable them to recognise their working environment, to gain the necessary understanding of cooperation and harmony in this environment.

**Scope**

**ARTICLE 2-** (1) This directive covers the procedures and principles regarding the practical training of Vocational School of Health Services students in their education programmes.

**Basis**

**ARTICLE 3-** (1) This Regulation has been prepared based on the relevant articles of the Higher Education Law No. 2547, the Higher Education Personnel Law No. 2914 dated 11/10/1983, the Vocational Education Law No. 3308 dated 5/6/1986, the Social Security and General Health Insurance Law No. 5510 dated 31/5/2006, the Occupational Health and Safety Law No. 6331 dated 20/6/2012 and the relevant articles of the Occupational Health and Safety Law No. 6331 dated 20/6/2012 and the articles of the Framework Regulation on Practical Trainings in Higher Education dated 17 June 2021 and numbered 31514.

**Definitions and abbreviations**

**ARTICLE 4-** (1) In this directive;

- a) University Altınbaş University,
- b) Rector: The Rector of Altınbaş University,
- c) Vocational School: Vocational School of Health Services
- d) Programme: Each of the programmes available at the Vocational School,
- e) Board of Directors The Board of Directors of the School,
- f) Applied Education Commission/Commission: The team consisting of members appointed by the School Director,
- g) Internship Unit Supervisor: The person who is responsible for the management of the vocational training process and who provides communication with the School, supervises the students when necessary and contributes to the training,
- h) Responsible Instructor: Instructors assigned within the scope of vocational training in the programmes
- i) Enterprise: Public or private institutions and organisations producing goods or services where students, including the application centres within the higher education institution, carry out practical training to improve their professional knowledge and skills,
- j) Practical education: Vocational education including vocational training in the enterprise, internship and practical courses,
- k) Internship The theoretical and programme-specific theoretical and practical training courses given in higher education institutions.

Apart from the applied courses, students are expected to develop the vocational knowledge, skills, attitudes and behaviours that are foreseen to be gained by the curriculum, to get to know the sector, to get acquainted with business life

The professional work they do in the enterprise in order to adapt to the real production and service environment,

- l) Applied course: Within the scope of the courses belonging to the diploma programme during the education and training period, the course that provides the development of knowledge, skills and competencies of the students by taking part in the applications in the application areas of the higher education institution, enterprises or service areas, under the responsibility of the instructor (s) of the relevant course, not within the scope of vocational training or internship in the enterprise / laboratory,
- m) Vocational education in the enterprise: Vocational education programme students' theoretical training in higher education institutions, enterprises or training units established by enterprises, and skills training in enterprises,
- n) Vocational Education: Vocational Education and Internship Practices in the enterprise,
- o) Insurance "Occupational Accident and Occupational Disease Insurance" which is the subject of the "Social Insurance and General Health Insurance Law No. 5510" published in the Official Gazette dated 16 June 2006 and numbered 26200,
- p) Applied training file: The notebook, development file, report, etc. document that students should prepare within the scope of practical training consists of Annex-1, Annex-2, Annex-3, Annex-4, Annex-5 and Annex-6.
- q) ECTS credit: European Credit Transfer System credit

means.

## **PART TWO**

### **Duties and Authorisations**

#### **Duties and authority of the School ARTICLE 5-**

- (1) The duties and powers of the School are as follows:
  - a) To coordinate the planning and implementation of practical training activities in their units,
  - b) To carry out the works and procedures regarding the insurance of students within the scope of practical training,
  - c) If authorised by the Rectorate, to sign the contracts established between the higher education unit and the relevant enterprise within the scope of applied trainings or to submit these contracts to the Rectorate for signature,
- (2) With the assignment of the Rectorate, a unit responsible for coordination other than the vocational school may fulfil the duties and responsibilities specified in this article.

#### **Duties and authority of the applied training commission ARTICLE 6-**

- (1) The Commission is responsible for the planning, implementation and coordination of practical training activities in the practical training programme.
- (2) The commission meets with at least three members and the head of the programme is the natural chairman of the commission. However, if necessary, the head of the programme may appoint a member of the commission as the head of the commission.
- (3) The Commission carries out the measurement and evaluation of the gains obtained at the end of vocational training or may establish sub-commissions including the Responsible Instructor to carry out this process.
- (4) He/she is responsible for planning, coordinating and implementing practical training activities in cooperation with the teaching staff of the programme, creating the work schedule, changing the dates of vocational training when necessary, exemption procedures, examining the vocational training compensation status and examining all requests within the scope of practical training.
- (5) To inform and guide the programme students about practical training in cooperation with the responsible instructor,
- (6) If deficiencies or inaccuracies are detected in the vocational training file, the student may be asked to make a one-time correction.

- (7) The members of the commission, the responsible person to be assigned by the commission or the responsible instructor can supervise the students in the application area.
- (8) The results of the evaluation are notified in writing by the commission to the school directorate.
- (9) Upon the appointment of the Rectorate, a unit responsible for practical training may fulfil the duties and responsibilities specified in this article.

**Duties of the responsible lecturer:**

**ARTICLE 6-**

- (1) The head of the programme appoints a Responsible Instructor for each practical training group to monitor the practical training activities, to ensure coordination between the enterprise and the University, to guide the students in the practical training processes and to take part in the measurement and evaluation activities.
- (2) Filling in the student lists related to the practical training place and submitting them to the directorate on time,
- (3) Following the whole process of the student in applied education,
- (4) Informing and guiding students about the process in cooperation with the Commission and Internship Unit Officer,
- (5) Checking the suitability of the enterprise in case the student finds the vocational training place himself/herself,
- (6) Evaluation of the vocational training file,
- (7) The archive of the vocational training file is scanned and sent to the Internship Unit Supervisor as an electronic mail within 20 (twenty) days following the end date of the training,
- (8) Responsible for fulfilling the duties of the Internship Unit Supervisor when necessary.

**Duties of the internship unit responsible:**

**ARTICLE 7-**

- (1) To receive quota requests from Programme Heads for students who will go on vocational training,
- (2) To ensure that the number of students who will go to vocational training is communicated to the relevant enterprise and to follow up,
- (3) Official channels incoming professional Education quotas Programme To ensure that it is delivered to the President,
- (4) To ensure that **the Internship Start Forms** in **Annex-2**, which must be filled in by the student for the start of vocational training, and the **Vocational Training Admission Requirement and Transcript** document in **Annex-3.b** are checked and received and scanned and sent to the Responsible Instructor via e-mail,
- (5) To ensure that the forms in **Annex-2** are delivered to the Human Resources (HR) Department at least 2 weeks in advance by internal cargo so that insurance entries can be made,
- (6) To ensure the transmission of insurance entry declarations to the Responsible Instructor at least one day before the date of vocational training,
- (7) Ensuring the control of the students in the application area during the term and keeping **the Vocational Education Supervision Forms** in **Annex 6** and ensuring that they are forwarded to the Responsible Instructor not to exceed the end of the student's internship,
- (8) To report the problems between the Higher School students and the health institution detected during the Vocational Training to the chairman of the commission within a maximum of 3 days after the detection to contribute to the solution,
- (9) To prepare a report at the end of the period on the development of training programmes in line with the needs of the health sector through audits and observations and to submit a proposal to the chairman of the commission,
- (10) Receiving the delivery of the approved **Student Vocational Training Book Delivery Signature List** in **Annex-7** and starting the cancellation process and notifying the commission chairman and the Responsible Instructor,

- (11) To archive **the Vocational Training File** received from the Responsible Instructor in digital environment.

### **Responsibilities of the student**

#### **ARTICLE 8-**

- (1) Students doing practical training are subject to the relevant legislation of the higher education institution they are a student of and the rules of the enterprise in the procedures regarding leave or absence periods during practical training. The practical training of students who violate the provisions of the Regulation or the rules of the enterprise is evaluated as unsuccessful.
- (2) The student must perform the tasks required by practical training in a timely and complete manner.
- (3) **The Vocational Training Start Forms in Appendix-2** are filled in completely and approved by the Internship Supervisor and then by the enterprise. The documents approved by the institution by the student are submitted for the approval of the Responsible Instructor and the chairman of the commission. The approved documents must be submitted to the Internship Unit Supervisor at least 2 weeks before the internship start date.
- (4) In case of cancellation of vocational training, the student must fill out **the Vocational Training Cancellation Petition in Annex-5.a** and submit it to the Internship Unit Supervisor within the dates of vocational training by having it approved by the Responsible Instructor.
- (5) Students are obliged to submit the additional forms, health declarations, documents such as the student's own account information on time.
- (6) The student is obliged to submit **the Vocational Training File in Annex-3** to the Responsible Instructor in full with all its annexes.
- (7) Students are subject to the Student Disciplinary Regulations of Higher Education Institutions published in the Official Gazette dated 18.08.2012 and numbered 28388 of the Council of Higher Education.
- (8) Students are subject to Altınbaş University Student Health Services Directive for report acceptance conditions.

### **PART THREE**

#### **Internship application principles**

#### **ARTICLE 9-**

- (1) Internship admission requirement
  - a) For summer term internships, the grade point average of the compulsory / elective courses for the internship to be held in the summer term of the first year must be at least 1.80 (grade point average of the first and second semesters). For the internship to be held in the summer term of the second year, the General Academic Success Grade Point Average (GABNO) must be at least 2.00 on the date the student will apply.
  - b) **The Vocational Training Admission Requirement and Transcript** document in **ANNEX-3.b** and **ANNEX-2 Vocational Training Start Forms** are filled in completely and approved by the Internship Supervisor and then by the enterprise. The documents approved by the company, the Responsible Instructor and the chairman of the commission must be submitted to the Internship Unit Supervisor at least 2 weeks before the internship start date.
  - c) In cases where the transcript is not clear on the submission date of the vocational training start forms, the internship can be considered valid provided that it is in the Vocational Training File at the end of the internship. If it is not considered valid, the next internship insurance and possible education fees must be paid by the student.
- (2) Vocational training period, place and duration
  - a) The periods in which summer internship can be done are outside the education and examination periods, except for special cases to be accepted by the School Administrative Board.
  - b) (If the student has completed all the courses but has not done the summer internship, he/she can start the summer internship at any time.

- c) For summer internships, the earliest internship start date is the end of the final exams in the spring term and the latest end date is one week before the next course registration week.
- d) Vocational Trainings are carried out in enterprises in accordance with professional standards preferred by the student and deemed appropriate by the Responsible Instructor.
- e) The student must obtain the approval of the Responsible Instructor before starting the internship in the enterprise he / she finds.
- f) In order for the students of the School of Higher Education to be eligible to receive an associate degree diploma, it is compulsory to do 30 (thirty) full working days of summer internship in the enterprises deemed appropriate by the Commission. Internships are normally done on weekdays. It is necessary to work on Saturdays and to specify the 24-hour shift procedure and to inform the commission during the internship application period by calculating the total hours of internship and to indicate this situation in the internship forms with the approval of the institution.

## **Vocational training**

### **ARTICLE 10-**

- (1) In order to start Vocational Training, students are required to submit the documents requested by the school directorates to the Responsible Instructor on time.
- (2) Students apply for vocational training with **Annex-2 Vocational Training Start Forms** to be obtained from the Responsible Instructor. The relevant parts of the Internship Start Forms are filled in completely by the student and approved by the Responsible Instructor and then by the enterprise. The approved forms are submitted to the Internship Unit Supervisor at least 2 weeks in advance. In case the relevant enterprise requests an official letter from the student, **the Official Letter** sample in **Appendix-8** should be approved by the Responsible Instructor and used.
- (3) The approved documents delivered to the internship unit supervisor are sent to the HR department of the University for day-based insurance entries. At the same time, the digital copy of the approved documents is archived by the Internship Unit Supervisor and sent to the responsible lecturer via e-mail before the end of the Internship Period. These digital documents are archived by the Responsible Instructor to be placed in the Practical Training File to be submitted at the end of vocational training.
- (4) The insurance entry declarations submitted by HR are forwarded to the Responsible Instructor by the Internship Unit Supervisor before the internship date starts.
- (5) If the insurance entry declaration sent to the student is requested to be signed by the company, it can be delivered to the institution by obtaining a stamp signature from the Internship Unit Responsible.
- (6) The student is visited on-site by the Internship Unit Supervisor during the vocational training period. During the visits, it is obligatory to have **Annex-4.b Student Institutional Attendance Chart** in the unit where the student has done internship. If it is determined by the Internship Unit Supervisor that the student is not present on site, even if the institution has approved the attendance chart that the student will bring in the internship file, it will be recorded in the student's attendance status for that day and the student will be counted as not attending vocational training.
- (7) During the vocational training period, the student cannot take leave from the institution or the unit supervisor. In case of illness, a written signed document or report from the physician or unit supervisor is acceptable. All mentioned documents must be included in **Annex-3.a Vocational Training Notebook**.
- (8) In case of illness, the original copy of the medical certificate must be included in the vocational training booklet.
- (9) All annexes in **the Vocational Training File in Annex-3** must be filled in completely and the necessary signatures must be completed. Missing signatures or information is not acceptable.
- (10) In **Appendix-3, the Vocational Education File must be** submitted to the Responsible Instructor until the first day of the second week of the end of the semester exam week in the academic calendar. In summer term internships, within 10 (ten) working days from the end date of the internship, the completed Internship Files must be submitted completely and in accordance with the rules.

Students are required to deliver or deliver to the Responsible Instructor. If the specified periods are exceeded, the students are considered to have not completed the internship and cancelled by the Internship Unit Supervisor. If the student has an excuse, the student must **submit the Excuse** petition in **ANNEX-5.b** to the Internship Unit Supervisor within 5 (five) days following the deadlines for submission of **the ANNEX-3 Vocational Education File**. Otherwise, internship excuse will not be granted. Except for the students whose excuse petition has been previously accepted by the Applied Education Commission, students who do not submit their valid reports to the Responsible Instructor within the internship delivery dates are considered unsuccessful in their internships and must r e p e a t their internships for this semester.

- (11) At the end of the vocational training, the relevant institution fills in **Annex-4.a Student Evaluation Form** and delivers it to the student or sends it to the university in a sealed envelope with **Annex-4.b Student Institutional Attendance Chart**, provided that it is confidential.
- (12) **The Student Vocational Training Book Delivery Signature List** in **Appendix-7** should be scanned by the Responsible Instructor to the Internship Unit Supervisor and scanned and sent to the Internship Unit Supervisor in the e-mail environment until the last day of the second week of the final exam week in the academic calendar in the semester on-site practice, and in summer internships, within 11 (eleven) working days from the end of the internship.
- (13) It should be ensured that the annexes of **the Vocational Training File**, which are filled in and checked by the Responsible Instructor, are scanned and sent to the Internship Unit Supervisor in the e-mail environment within 20 (twenty) days following the end date of the internship in summer internships until the last day of the final exam week specified in the academic calendar in the in-semester on-site practice without changing the order. In case of exceeding these periods, the internship will be cancelled.

### **Compulsory attendance in practical training**

#### **ARTICLE 11-**

- (1) Students are required to continue their practical training at a rate of 80%. Completion of practical training is included in the graduation requirements.
- (2) The student who will do vocational training must have the Student Institutional Attendance Schedule in **Annex-4.b** stamped and signed by the unit supervisor where he / she does vocational training. Missing stamp and signature are not acceptable. Term internship is counted as 14 weeks of education and corresponds to 12 weeks of attendance obligation at a rate of 80%. In order for the internship days coinciding with the midterm exam to be counted as attendance, the Student Institution Attendance Schedule must have a midterm exam calendar approved by the commission. For the summer term internship, 80% attendance for 30 days corresponds to 24 days of attendance obligation. Students who are deemed unsuccessful due to absenteeism must repeat the internship in its entirety.
- (3) In case of cancellation of vocational education, **the Vocational Education Cancellation Petition** in **Annex-5.a** must be filled out and submitted to the Internship Unit Responsible by having it approved by the Responsible Instructor. The status of the student whose internship is cancelled must be indicated by the Responsible Instructor **in the Student Vocational Education Book Delivery Signature List in Appendix-7**. All forms of the student whose internship is cancelled must be sent to the Internship Unit Supervisor digitally by the Responsible Instructor on the dates specified by the Responsible Instructor.
- (4) The student who transfers to another university during the vocational education process is responsible for notifying the situation with **EK-5.a Vocational Education Cancellation Petition**.
- (5) In vocational training and practical courses, students are entitled to a one-day report and the provisions of Altınbaş University Student Health Services Directive are used in the validity of the reports.

### **Applied course**

#### **ARTICLE 12-**

- (1) The applied course is held on the days and days determined in the course programme within the scope of the course to which it is related.  
hours are essential. However, if deemed necessary, practical courses can be held at times other than the days and hours specified in the course programme.
- (2) ECTS credit calculation for the applied course ECTS credit of the related course

calculation, ECTS credits are not calculated.

- (3) The evaluations of the applied course are made by the lecturer(s) teaching the related course within the scope of the related course, or by the lecturer(s) recommended by the lecturer(s) teaching the related course.
- (4) Students who do practical training within the scope of the applied course are not paid wages/salaries.
- (5) If requested by the enterprise or deemed necessary by the higher education institution, students who do practical courses in enterprises can also be insured.
- (6) The applied education file for the applied course is determined by the instructor who teaches the course, announced to the students and followed up.

#### **Evaluation of vocational training ARTICLE 13-**

- (1) The Practical Training File, which includes all vocational training documents digitally archived by the Internship Unit Supervisor, is submitted to the Practical Training Commission Chairman within 2 days following the date of delivery for in-semester on-site practices, and 10 days before the start of the next academic year for summer internships.
- (2) The commission examines all student documents and presents the results to the directorate. If deemed necessary, the student may be given additional time to correct the vocational training file. The evaluation is made as "successful (S)", "unsuccessful (U)" or "correction requested".
- (3) Students who are determined to have received sufficient training and skills by the Responsible Instructor without absenteeism are deemed successful with the approval of the commission.
- (4) When the Commission deems necessary, it can call the student and question his/her knowledge about the work he/she has done related to vocational training and decide whether he/she is successful or not.
- (5) If a correction is requested, the student must make the requested corrections within 5 (five) working days after receiving the file and submit it to the commission.
- (6) The student whose file is rejected makes his/her objection in writing to the Internship Unit Supervisor within 5 (five) working days. The commission decides on the objected file within 5 (five) working days.

### **PART FOUR**

#### **Miscellaneous and Final Provisions**

#### **Determination of group sizes ARTICLE 14-**

- (1) The number of students in practical training in programmes cannot be less than five. However, if the total number of students to be given practical training in the programmes is less than five, a practical training group can be formed.
- (2) Students in the same practical training group can do vocational training in different enterprises.
- (3) In applied courses, group size is determined according to the capacity of the laboratory.

#### **Course load**

#### **ARTICLE 15-**

- (1) The Responsible Instructor assigned within the scope of vocational training in the enterprise is assigned a maximum of five hours of theoretical course load per week, regardless of the number of applied training groups he / she is responsible for.
- (2) The Responsible Instructor assigned within the scope of the internship is assigned a weekly two-hour practical course load regardless of the number of applied training groups he / she is responsible for.

#### **Changing the place of vocational training**

#### **ARTICLE 16-**

- (1) After the student starts vocational training, he/she can change his/her place based on the appropriate opinion of the commission.
- (2) After the student's change of location, he/she may apply from the quota of the university within the scope of the protocol.

falls and agrees to find the vocational training place himself.

### **Practical training abroad ARTICLE**

#### **17-**

- (1) Students can carry out practical training abroad without interrupting their education programmes.
- (2) The student submits the document showing that he / she has been accepted for practical training from an enterprise abroad and the practical training file to the commission.
- (3) The Commission carries out the measurement and evaluation processes of these students' practical training within the scope of the relevant articles of the Regulation.

### **Vocational training equivalence**

#### **ARTICLE 18-**

- (1) If the content of the applied trainings of the students who come through transfer in their previous educational institutions is 80% compatible with the content, they are deemed valid with the decision of the Applied Trainings Commission.
- (2) Students who have worked or are working in a job related to the programme they are studying can apply to be exempt from vocational education provided that they document the working period and occupational code. Related applications are examined by the adjustment commission. Application for exemption from applied courses cannot be made.
- (3) Students can apply for exemption for only one vocational education with the same occupational code.

### **Storage of internship documents**

**ARTICLE 19-**(1) Practical Training files are archived and stored in digital media by the Internship Unit Supervisor, Responsible Instructor and the chairman of the commission.

### **Immunisation practice**

**ARTICLE 20-** (1) The higher education institution takes the necessary measures for immunisation (vaccination) in accordance with the Occupational Health and Safety Law and the Expanded Immunisation Programme Circular for students to be admitted to the applied course in the field of health sciences.

### **Other provisions**

#### **ARTICLE 21-**

- (1) Matters not included in this directive are discussed by the School Commission upon the recommendations of the internship supervisors. with the proposal High School Directorate of by judgement is connected.
- (2) During the vocational training process, students are required to comply with the working principles determined by the management of the enterprise where they receive vocational training.
- (3) The Directorate of the School has the authority to decide on issues related to vocational education of the students of the School that are not included in this Directive.
- (4) The University does not pay any fee to the vocational training students during vocational training. The University is not a party to the financial relations between the students and the enterprises where they receive vocational training.
- (5) Students agree that if they want to do an internship training in a hospital during the summer period within the scope of the protocol signed with the university, they agree to pay the fee if the enterprise asks for a fee. The university is not obliged to pay the summer internship training fee.
- (6) For summer internships, the university is not obliged to find a place for the student.
- (7) Students are not limited in the selection of hospitals and provinces in applied trainings. In vocational training, students are not obliged to do vocational training in enterprises within the scope of the protocol signed with the university. The student can do vocational training in the enterprise he / she finds and approved by the Responsible Instructor.
- (8) The validity of medical reports is subject to Altınbaş University Student Health Services Directive.
- (9) Students who are unsuccessful in vocational training for any reason and have to repeat the vocational training, the insurance cost and the vocational training fee determined by the enterprise

pay is liable. Organisation fee from student Acceptance not to the university may act as an intermediary in the transfer of the fee.

#### **Enforcement**

**ARTICLE 22-(1)** This directive enters into force with the approval of the University Senate, effective from the 2021-2022 academic year.

#### **Execution**

**ARTICLE 23-(1)** The provisions of this directive are executed by the Rector of the University.

#### **Annexes:**

#### **Vocational Training File**

[Annex-1: List of Documents Required for Student Vocational Training File](#)

**Annex-2: Vocational Training Start Forms**

[Annex-2.a Vocational Training Place Acceptance](#)

[Form Annex-2.b Vocational Training Application](#)

[Form](#)

[Annex-2.c Declaration and Undertaking for Health Assistance and Photocopy of](#)

**Identity Card Annex-3 Vocational Training File**

[Annex-3.a Vocational Training Book](#)

**Annex-3.b Vocational Training Admission Requirement and**

**Transcript Annex-4 Institution Evaluation**

[Annex-4.a Student Evaluation Form Annex-4.b](#)

[Student Institutional Attendance Chart](#)

**Annex 5 Possible situations**

[Annex-5.a Vocational Training Cancellation](#)

[Petition Annex-5.b Excuse Petition](#)

[Annex-6 Vocational Training Audit Form](#)

[Annex-7 Student Vocational Training Book Delivery Signature List](#)

[Annex-8 Official Letter](#)

<b>Legal Basis on which the Directive came into force</b>			
<b>Relevant Board</b>	<b>Decision Date</b>	<b>Number of Decision</b>	<b>Decision Item</b>
Senate	05/11/2015	2015/11	4
<b>Legal Basis for the Amendment to the Directive</b>			
<b>Relevant Board</b>	<b>Decision Date</b>	<b>Number of Decision</b>	<b>Decision Item</b>
Senate	27/06/2018	2018/06	12
Board of Trustees	04/07/2018	2018/07	4
Senate	29/01/2019	2019/01	9
Board of Trustees	08/02/2019	2019/02	14
Senate	24/09/2021	2021/13	6
Board of Trustees	13/01/2022	2022/01	17

