

NISANTASI UNIVERSITY

DIRECTIVE FOR ON-THE-JOB PROFESSIONAL PRACTICES IN THE 8TH SEMESTER

CHAPTER ONE

Purpose, Scope, Ground and Definitions**Purpose**

ARTICLE 1- The purpose of this application directive is to determine the principles and criteria to be applied regarding the evaluation of student performance, who take part in Nisantasi University Undergraduate Education Programs, and the principles of execution of the “On-the-job Professional Practices” course, “graduation thesis/project” and “elective courses” in the 8th semester.

Scope

ARTICLE 2- This directive is applied to the students enrolled in Nisantasi University Undergraduate programs and entitled to take courses in the 8th semester, student supervisors, and relevant administrative/academic units.

Ground

ARTICLE 3- This directive has been prepared on the grounds of relevant articles of the Regulation on Education and Examination In Associate Degree and Undergraduate of Nisantasi University, announced in the Official Gazette dated October 18, 2020 and numbered 31278.

Definitions

ARTICLE 4- In the implementation of this directive,

On-the-job Professional Practices course: refers to the course carried out within the scope of on-the-job training under the supervision of the unit supervisor for 14 weeks (70 working days) uninterruptedly in a public institution, organization or private commercial enterprise in order to provide work and sector experience to students.

Graduation Thesis/project: refers to the work/report related to the department/program the student is enrolled in, based on applied field research, prepared within the framework of scientific/artistic principles and technical specifications, and complying with the writing and presentation conditions.

Elective Course: refers to the credit courses offered to the student in the eighth semester and to be conducted in the form of distance learning.

Contracted Institutional Firm: refers to the leading institution in the sector that has made an on-the-job training quota agreement with Nisantasi University.

Business: refers to the public institution/organization or commercial enterprise found by the student and engaged in the field of activity of the department he/she is studying.

Career Center and Alumni Coordinatorship: Refers to the administrative unit that works as a Research and Development (R&D) Career Center and Alumni Coordinator at Nisantasi University, makes the necessary agreements with corporate companies and follows the application principles.

Academic supervisor: refers to the lecturer appointed by the department chair to guide, follow up and evaluate the work of the student during on-the-job occupational practices or graduation thesis/project studies.

Institutional supervisor: refers to the workplace official where the application is made in order to guide, follow and evaluate the work of the student during occupational practices on the job.

Semester ECTS course load: refers to the total ECTS load that the student should take in that semester in the curriculum.

CHAPTER TWO

Enrollment, Follow-up and Success Evaluation Principles for Occupational Practices on the Job, Graduation Thesis/Project and Elective Courses

Graduation Thesis/Project

ARTICLE 5- (1) In the 8th semester, provided that the necessary prerequisites are met, each student is primarily obliged to take the On-the-job Professional Practices course and fulfill the requirements. However, the student may submit a written excuse to the head office of the department **for not being able to complete** the “On-the-job Professional Practices” course, and request a “**graduation thesis/project**” related to the department/program he/she is enrolled in instead of this course. A supervisor is assigned by the head of the department to the student whose excuse and request are accepted by the head of the department and the board of directors of the relevant unit, among the teaching staff and the student works on the graduation thesis/project.

(2) Considering the student's work/thesis/project (report) to be submitted at the end of the semester and the student's final thesis/project, the student's final course grade is given with the recommendation of the supervisor and the approval of the department head.

Application Principles regarding On-the-job Professional Practices

ARTICLE 6- All the conditions and variables below are evaluated as a whole and the most appropriate plan is carried out for the applications related to the enrollment, follow-up and success evaluation of a student in the “On-the-job Professional Practices” course.

(1) Students who will enroll in the “On-the-job Professional Practices” course in the eighth semester must have taken all the courses in the previous semesters at least once and have fulfilled their attendance obligation (not failed due to non-attendance).

(2) In the eighth semester, the student can also enroll in the courses given in the form of distance education with no attendance obligation, and the courses in which he/she failed despite fulfilling the attendance requirement in the previous semesters, provided that the total ECTS load of the registered courses, including the “on-the-job professional practices” course, does not exceed the semester's ECTS course load + 15 ECTS course load (In case the course load exceeds +15 ECTS, semester ECTS course load + maximum 3 courses).

(3) On the condition that the total ECTS load together with the “on-the-job professional practices” course does not exceed the semester's ECTS course load + 15 ECTS course load (In case the course load exceeds +15 ECTS, semester ECTS course load + maximum 3 courses), students who are able to graduate at the end of the eighth semester can also enroll for courses that require attendance, by stating excuses such as double major/program, minor, undergraduate transfer, external transfer, etc. However, since on-the-job training cannot be carried out together with these courses, the student first follows the compulsory courses and takes the midterm and final exams. After the final exams are over, they can fulfill the requirements of the “On-the-job Professional Practices” course (not summer school) until the next academic year. The “on-the-job professional practices” course of the student in this situation is shown as “incomplete”. This process is carried out with the approval of the department chair and the follow-up of the course supervisor.

(4) In case the student who takes the “On-the-job Professional Practices” course in the summer term submits the reports about the course to the university and is found successful, if he/she fulfills all other obligations, he/she is entitled to graduate from the major he/she is enrolled in. Since the student completes the enrollment of the On-the-job Professional Practices course at the beginning of the spring semester, the total ECTS load is within the scope of the semester's ECTS course load + 15 ECTS course load (In case the course

load exceeds +15 ECTS, semester ECTS course load + maximum 3 courses), applications made after the final exams (summer break) are not considered as “summer school” and no additional fee is required.

(5) Students studying in a double major/program (DMP) are required to take the “On-the-job Professional Practices” course for both branches. The student can fulfill this obligation by making occupational practice in both branches, provided that they are not in the same semester, or they can fulfill these obligations by writing “On-the-job Professional Practices” for one and a “graduation thesis/project” for the other, in different periods.

(6) “On-the-job Professional Practices” must be carried out in a public or private institution (at the workplace) for at least 14 weeks (70 working days) without interruption. During this period, the student has to submit 2 separate “evaluation files” (report) to the Head Office of the Department regarding on-the-job occupational practices. The first of these is to be submitted between the dates of the midterm exams specified in the academic calendar, and the second is between the dates of the final exams. The first file is to be evaluated for the student's midterm exam success, and the second file is for the final exam success. For files that are not delivered on time, the student is to be treated as not taking the exam.

(7) Students who are currently working in a public institution or a private company within the scope of the competencies planned to be added to the student by the department they are enrolled in, will be able to fulfill their “On-the-job Professional Practices” obligations in this institution if they submit their last SSI records, or they can write a graduation thesis/project if they wish.

(8) Students who are already working in a public or private institution that is not related to the department they are currently studying can fulfill their obligations related to “on-the-job professional practices” by writing a “graduation thesis/project” if they submit their latest SSI records.

(9) Although the “On the Job Professional Practices” course is included in the 8th semester (spring semester) program, if the student has fulfilled his/her obligations regarding all other courses in the curriculum and is successful, he/she can also take the “On-the-Job Professional Practices” course in the Fall semester of the next academic year. However, since the summer school application is completed in less than 70 working days (7 weeks), the “On-the-job Professional Practices” course cannot be held in the summer school.

CHAPTER THREE

Regulation, Follow-up, Enforcement and Execution

Regulation and Follow-up

ARTICLE 7- Necessary documents, forms to be used, books, legal regulations and penal practices before, during and at the end of the practice related to the “on-the-job professional practices” to be carried out in the company found by the student or in the Contracted Institutional companies are prepared by Nisantasi University Career Center and Alumni Coordinatorship.

ARTICLE 8- Regulations regarding the conditions to be sought for the students who are entitled to on-the-job training in the contracted corporate company are determined by the decision of the senate and are followed by the commission to be formed by the education unit where the student is registered and by the Nisantasi University Career Center and Alumni Coordinatorship.

Enforcement

Article 9- This Directive enters into force on the date it is accepted and approved by the Nisantasi University Senate.

Execution

Article 10- The provisions of this directive are executed by the Rector of Nisantasi University.