



FENERBAHÇE UNIVERSITY COOPERATIVE EDUCATION DIRECTIVE

PART ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Directive is to establish the principles of the Cooperative Education Program to be implemented in undergraduate degree programs at Fenerbahçe University in collaboration with the business sector.

Scope

ARTICLE 2- (1) This Directive covers the principles for the application, admission, participation requirements, and evaluation of students enrolled in Fenerbahçe University's Cooperative Education Program.

Basis

ARTICLE 3- (1) This Directive has been prepared on the basis of 14th Article of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4- (1) Definitions of the terms in this Directive are as follows:

- a) Department: Undergraduate diploma programs at Fenerbahçe University,
- b) Faculty Cooperative Education Commission: A commission composed of the Cooperative Education coordinators from the departments within each faculty,
- c) Faculty: Faculties within Fenerbahçe University,
- ç) Coordinator: The Cooperative Education Coordinator of the departments at Fenerbahçe University,
- d) Cooperative Education: Education based on cooperation with the business world and industry,
- e) Cooperative Education Student: The student who participates in the Cooperative Education Program,
- f) Cooperative Education Protocol: A document outlining the conditions of the Cooperative Education application, signed by the workplace official and the Rector.
- g) Rector: Fenerbahçe University Rector,
- ğ) Senate: Fenerbahçe University Senate,
- h) University: Fenerbahçe University.

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PART TWO

Implementation Principles and Application Requirements

Implementation Principles

ARTICLE 5- (1) The Cooperative Education Program combines a summer semester with the preceding or following semester, allowing students to receive job training by working continuously for 6-7 months in workplaces that have previously signed the Cooperative Education Protocol.

(2) The program includes the 6th semester and the following summer period or the summer period after the 6th semester and the 7th semester.

(3) The Cooperative Education Program is an integral part of the student's education period and curriculum, with a course load not exceeding 30 ECTS, excluding internship courses.

(4) Faculties determine the Cooperative Education Curricula for their departments, including the Cooperative Education courses and the courses deemed equivalent, and submit them to the Rectorate with the approval of the faculty board. Once the Cooperative Education curricula of the departments are discussed and approved by the Senate, the departments may begin the Cooperative Education program.

Application and participation requirements

ARTICLE 6- (1) The Cooperative Education Program is an optional program. The student may apply to the Cooperative Education Program, which is part of their enrolled program, if desired. In order to apply, the following conditions must be met.

a) The availability of the department's Cooperative Education Program and contracted workplaces for Cooperative Education,

b) The student's grade point average being 2.00 or above,

c) The student successfully completing all courses taken before the semester in which they apply.

(2) The application dates for the Cooperative Education Program are announced on the University's official website. Students who wish to participate must complete the relevant application forms and submit them to the Career Center and Alumni Office on the specified dates. Late applications are not considered.

(3) Applications for the Cooperative Education Program are evaluated by the relevant departmental boards and then by the faculty boards. Students, up to two (2) times the number of workplace requests, are listed based on success/preference, and the results are communicated to the workplaces by the Career Center and the Alumni Office.

(4) The Career Center and the Alumni Office announce the students whose Cooperative Education applications have been accepted by the workplace and notify the Registrar's Office. Students who do not notify the Career Center and the Alumni Office in writing within 7 days of the announcement that they have withdrawn will be considered Cooperative Education students and gain the right to enroll in the program.

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(5) Students who are accepted into the Cooperative Education Program but fail to enroll will be excluded from the program and will not be eligible to participate again.

(6) In order to maintain the integrity of the Cooperative Education Program, Cooperative Education students must take all courses within the program during the same period. They are not permitted to add or drop courses during the withdrawal period and cannot freeze their enrollment. In addition, they cannot take courses outside the Cooperative Education Program at Fenerbahçe University or enroll in courses at another university.

PART THREE

Process and Evaluation

Process and evaluation

ARTICLE 7- (1) Students who begin the Cooperative Education process will be visited at their workplace by faculty members, as determined by the departmental internship coordinator, at least once during the semester and once during the internship.

(2) The students' status and grades for their courses are determined based on the evaluations during these visits, particularly the feedback from the workplace coordinator.

(3) During the visits, students who have not started working at the workplace or whose absence is confirmed will receive an FF or A grade for all courses, except for the internship, in the Cooperative Education Program. These students will be removed from the Cooperative Education Program at the beginning of the next semester and transferred to the normal department programs. The department internship coordinator will determine whether the practice is counted as an internship by evaluating the student's application. These students are not eligible to apply to the Cooperative Education Program again.

The cooperative education program (6th semester + internship) process

ARTICLE 8- (1) On the registration days for the 6th semester, Cooperative Education students register only for the Cooperative Education courses, specified application courses and internship courses in their department's Cooperative Education curriculum, then proceed to the workplace to start the Cooperative Education process.

(2) For these students, an "I" (Incomplete) is entered as the letter grade in the Cooperative Education courses. Once the internship period and the Cooperative Education process are complete, the "I" grade is replaced with the actual grade. A "W" grade cannot be given in Cooperative Education courses.

(3) If a student who starts the process withdraws during the semester, they cannot return to the department and take other courses. These students are given an FF grade for all courses in the Cooperative Education Program and are removed from the program, being transferred to the regular department program in the 7th semester. These students are not eligible to apply to the Cooperative Education Program again.

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(4) If the duration of the internship for students who cannot complete the Cooperative Education Program exceeds the required internship period, the department internship coordinator will decide whether this practice will be counted as an internship based on the documents provided by the students from the relevant workplace.

(5) Students who successfully complete this process return to their departments in the 7th semester and continue their education at the university.

The cooperative education program (internship + 7th semester) process

ARTICLE 9- (1) These Cooperative Education students begin the Cooperative Education process by going to the workplace after the 6th semester. They take the internship course during the 7th semester after completing it.

(2) During the internship period visit,

a) Students who do not begin work at the workplace or whose absences are confirmed will be removed from the Cooperative Education program, and their internships will not be counted.

b) Students who are determined to be unsuccessful in the workplace will be removed from the Cooperative Education program, but their internship will be evaluated by the departmental internship coordinator as a regular internship. These students cannot reapply for the Cooperative Education Program and will continue in their regular programs starting from the 7th semester.

(3) If students withdraw before the start of the Cooperative Education semester, their internship will be evaluated by the departmental internship coordinator based on the documents provided by the relevant workplace, and they will not be allowed to reapply for the Cooperative Education Program. They continue their regular programs in the 7th semester.

(4) Students who successfully complete the internship period register during the 7th semester registration days, enrolling only in the Cooperative Education courses from their department's Cooperative Education Curriculum, along with any required application courses and the internship course.

(5) If a student who begins this process withdraws during the semester, they are not permitted to enroll in other courses within the department's curriculum. These students will receive an FF or A grade for all courses in the Cooperative Education Program and will be removed from the program, transitioning to the regular department program in the 8th semester. These students are not eligible to apply to the Cooperative Education Program again.

(6) Students who successfully complete this process return to their departments in the 8th semester and continue their education at the university.

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PART FOUR

Miscellaneous Provisions

Documents to be sent to the workplace

ARTICLE 10- (1) All documents related to Cooperative Education students are sent to the workplace by the Career Center and the Alumni Office. All bureaucratic procedures are handled by the Office.

Disciplinary procedures

ARTICLE 11- (1) The disciplinary provisions of the Higher Education Law apply to the disciplinary matters of students participating in the Cooperative Education Program. However, students must also adhere to the provisions of the workplace regulations concerning discipline and work safety. The Cooperative Education of a student who fails to work for more than three days without permission or a valid excuse, or who is absent for more than four days during the Cooperative Education period, will be immediately terminated. The workplace will notify the Career Center and the Alumni Office in writing about the situation.

Workplace cooperative education coordinator and their duties

ARTICLE 12- (1) Students work under the supervision of the Workplace Cooperative Education Coordinator assigned by the workplace during the Cooperative Education period. The Workplace Cooperative Education Coordinator ensures the student's:

- a) Engagement in tasks related to the Cooperative Education Program and its subject matter,
- b) Participation in activities aligned with the objectives of the Cooperative Education Program,
- c) Compliance with workplace discipline and occupational safety.

The Coordinator also evaluates the student's performance at the end of the semester and submits the evaluation to the Department Coordinator in a written report.

Illness and accident situations

ARTICLE 13- (1) The workplace shall notify the Career Center and the Alumni Office of the student's name, surname, illness, and the nature of the accident if the student becomes ill for more than seven days or suffers any accident during the Cooperative Education period. If the student's total absenteeism, including the period covered by a medical certificate, exceeds 30% of the Cooperative Education period, the student will be considered absent and unsuccessful.

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Opportunities to be provided to students

ARTICLE 14- (1) Regarding the opportunities offered by workplaces to students participating in Cooperative Education,

- a) Students can also access the social services provided to employees, under the same conditions that apply to employees. However, students cannot take advantage of the benefits provided based on legal rights or collective bargaining agreements.
- b) Fenerbahçe University covers the insurance and premiums of Cooperative Education students for Occupational Accidents and Occupational Diseases in accordance with Law No. 5510.

Tuition fee

ARTICLE 15- (1) Students applying to the Cooperative Education Program pay the tuition fee for the semester in which they apply.

PART FIVE
Enforcement and Implementation

Effective Date

ARTICLE 16- (1) This Directive takes effect on the date of its approval by the Senate.

Implementation

ARTICLE 17- (1) The provisions of this Directive are implemented by the Rector.

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