DIRECTIVE ON WORKING AND PRACTICE PRINCIPLES FOR VOCATIONAL TRAINING AT ENTERPRISES (İŞME)

(DEPARTMENTS OF COACHING EDUCATION, EXERCISE AND SPORTS SCIENCES, AND SPORTS MANAGEMENT)

PART ONE

Purpose, Scope, Basis, Definitions and Abbreviations

Purpose

**Article 1 –** This directive aims to establish guidelines for practical training that enable candidates for Coach, Exercise and Sports Trainer/Leader/Specialist, and Sports Manager roles to apply their knowledge, skills, and attitudes in real business environments and quickly adapt to the workforce after graduation.

Scope

**Article 2 –** This directive applies to students in the Coaching Education, Exercise and Sports Sciences, and Sports Management departments of Fenerbahçe University Faculty of Sports Sciences.

Basis

**Article 3 –** This directive is based on the provisions of Vocational Education Law No. 3308 (Official Gazette No. 19139, dated 19/06/1986); Social Insurance and General Health Insurance Law No. 5510 (dated 31/05/2006); the Fenerbahçe University Associate and Undergraduate Education and Examination Regulation; and the Higher Education Applied Training Framework Regulation (Official Gazette No. 31515, dated 17/06/2021).

Definitions and Abbreviations

**Article 4-** The definitions and abbreviations in this Directive are given below.

* **Chair:** The Chair of the Departments of Coaching Education, Exercise and Sports Sciences, and Sports Management,
* **BESBİR:** Union of Physical Education and Sports Schools
* **Departmental Commission on Applied Training (BUEK):**  A commission established by the department chair to oversee and manage the Vocational Training at Enterprises for each undergraduate degree program,
* **Vocational Training at Enterprises:** A sports management training program aligned with today's business environment, providing students with practical experience based on the knowledge gained during their education by enabling them to engage with real workplace practices related to their undergraduate program over a defined period (one academic term) and duration,
* **İŞME:** Vocational Training at Enterprises,
* **Vocational Training at Enterprises Audit Form:** The form filled out by the trainer personnel,
* **Vocational Training at Enterprises Book/File:** The vocational training book/file completed by the student,
* **Department:** The departments of Coaching Education, Exercise and Sports Sciences, and Sports Management,
* **Official Organization:** Central and Provincial Organizations of the Republic of Turkey Ministry of Youth and Sports, Central and Provincial Organizations of the Republic of Turkey Ministry of National Education,
* **Private Organization:** All private organizations with legal entity status engaged in sports-related activities,
* **SPORDEK:** Council of Deans of the Faculties of Sports Sciences,
* **Responsible Instructor:** The instructor assigned by the department board to oversee the execution of vocational training practice at enterprises,
* **Application:** İŞME application,
* **Commission on Applied Education (UEK):** The commission responsible for planning, implementing, and coordinating the applied education activities for all students in the faculty to which the relevant university program is affiliated,
* **Directive:** The Directive on the Working and Practice Principles of Vocational Education at Enterprises (İŞME) for the departments of Coaching Education, Exercise and Sports Sciences, and Sports Management within the Faculty of Sports Sciences at Fenerbahçe University.

PART TWO

Duties, Powers and Responsibilities

Duties and powers of the Dean

**Article 5-** The duties and powers of the Dean of the Faculty are as follows:

1. To coordinate the planning and implementation of applied training activities within their units,
2. To establish the Faculty Applied Training Commission,
3. To carry out the procedures and responsibilities regarding the insurance of students, within the scope of vocational training and internships, pursuant to Article 5 of the Social Security and General Health Insurance Law No. 5510 dated 31/5/2006,
4. To carry out the correspondence with institutions where Vocational Training at Enterprises will take place,
5. If authorized by the Rector, to sign the contracts established between the higher education unit and the relevant enterprise within the scope of practical training, or to submit these contracts to the Rector for signature, or to give approval for the Vocational Training at Enterprises Protocol to be established with the workplaces,
6. To take the necessary measures to ensure the proper conduct of vocational training at enterprises in accordance with relevant regulations, guidelines, procedures, and provisions.

Duties and powers of the applied education commission

**Article 6-** The Applied Education Commission is responsible for the planning, implementation, and coordination of applied education activities within the Faculty. The Commission consists of the vice dean responsible for education and representatives from the departments offering applied education. The Commission holds meetings at a minimum of twice annually and undertakes the following tasks:

1. To review, prepare, update, and submit to the dean the Protocol proposed by the Vocational Training at Enterprises Commissions of the Departments,
2. To organize and monitor the SSI-related procedures and activities for students participating in Vocational Training at Enterprises,
3. To coordinate and ensure alignment among the Vocational Training at Enterprises Commissions of the departments to carry out Vocational Training at Enterprises effectively and efficiently.

Duties and powers of the departmental applied education commission

**Article 7-** The Departmental Applied Education Commission consists of three instructors and is chaired by the Head of the Department.

Duties of the Commission:

1. To implement and oversee the Vocational Training at Enterprises procedures of the Department,
2. To coordinate and ensure harmony between the responsible instructor and the enterprise to ensure the Vocational Training at Enterprises is conducted effectively and efficiently,
3. To cooperate with the relevant units in providing enterprises for students’ Vocational Training at Enterprises,
4. To evaluate the suitability of the enterprise proposed by the student for Vocational Training at Enterprises and to inform the Applied Education Commission for the necessary protocol procedures,
5. To define and communicate the scope of work activities to be undertaken during the Vocational Training at Enterprises, as well as the content of the Vocational Training at Enterprises File, and to inform the students accordingly,
6. To convene during the exam period at the end of the relevant semester and evaluate the students undertaking Vocational Training at Enterprises,
7. To solve the issues and challenges that may arise in relation to Vocational Training at Enterprises and to refer unresolved issues to the Applied Education Commission,

Duties and powers of the responsible instructor

**Article 8-** Students carry out Vocational Education at Enterprises, as well as other courses, within the education programs of the Departments of Coaching Education, Exercise and Sports Sciences, and Sports Management. The instructor(s) in charge are responsible for organizing and conducting Vocational Training at Enterprises, as well as the conduct of other courses. The instructors recommended by the Heads of the Departments of Coaching Education, Exercise and Sports Sciences, and Sports Management are appointed by the department board, taking into account the number of students and their areas of application.

Duties of the responsible instructor:

1. To supervise whether the activities carried out at the workplaces by students receiving Vocational Training at Enterprises are conducted for the benefit of the student and in accordance with the Vocational Training at Enterprises Directive,
2. To ensure that Vocational Training at Enterprises is conducted in coordination with the departments and the relevant businesses,
3. To supervise the students at least once a month to ensure that the vocational training at enterprises is conducted in accordance with the established training plan,
4. To complete the "Vocational Training at Enterprises Instructor's Audit Form" (Appendix-1) following each audit,
5. To ensure the submission of the "Vocational Training at Enterprises Audit Form" (Appendix-2) of students who have completed their training, to the relevant faculty,
6. To submit the file related to the Vocational Training at Enterprises process (attendance charts, evaluation and audit forms, and the grading chart) for the students under supervision to the relevant department commission and ensure its approval,
7. To enter the student success grades into the system based on the files approved by the Departmental Applied Education Commission.

Duties and powers of the training personnel

**Article 9-** An instructor with professional competence in the field shall be appointed by the enterprise, in consultation with the Applied Education Commission, to supervise students undergoing vocational training at enterprises during the applied education period. This personnel must hold at least a bachelor's degree in the relevant field for the Sports Management Department, and have a minimum of three years of experience in the relevant sports branch for the Coaching Training and Exercise and Sports Sciences programs. An undergraduate degree and an academic rank are required. If this cannot be fulfilled, the decision of the Applied Education Commission is implemented. Authorized duties of the training personnel are as follows:

1. To ensure that students carry out and sustain their applied education in accordance with the established education plan,
2. To ensure that the "Vocational Training at Enterprises Audit Form" (Appendix-2) is completed for each student participating in applied education,
3. To review and approve the applied education files prepared by the students,
4. ç) To cooperate with the instructor responsible for absenteeism, discipline, and other matters related to applied education,
5. To complete the "Vocational Training at Enterprises Audit Form" (Annex-2) for the student who has finished their Vocational Training at Enterprises and submit it to the relevant instructor in a sealed envelope.

Duties and powers of the enterprise

**Article 10-** The duties and powers of the enterprise where Vocational Training is to be conducted after the protocol is signed with the relevant institution are as follows:

1. To assign a sufficient number of educational personnel with professional competence in their field, considering the number of students who will undergo vocational training at the enterprise,
2. To approve the ‘Vocational Training at Enterprises Acceptance Form’ (Appendix-3) for each student who will undergo vocational training at the enterprise, and to complete the ‘Vocational Training at Enterprises Audit Form’ (Appendix-2) for every student undergoing vocational training at the enterprise,
3. To ensure that applied education activities are conducted in environments compliant with the provisions of the Occupational Health and Safety Law No. 6331 dated 20/6/2012,
4. To provide occupational health and safety training to students, considering the nature of the working environment and practices at the enterprise,
5. To pay wages to students engaged in vocational training at the enterprise, in accordance with the relevant provisions of Law No. 3308,
6. To notify the relevant parties on the same day of any occupational accidents involving students undergoing vocational training or internship at the enterprise, in accordance with the applicable legislation, and to inform the higher education institution where the student is enrolled,
7. To make the necessary efforts to ensure that students benefit from the nutrition and social opportunities provided by the workplace accepting students for vocational training, similar to those offered to its own personnel.

Student responsibilities

  **Article 11-** Responsibilities of the student are as follows:

1. Vocational training at enterprises must be conducted at the institution with which the Vocational Training at Enterprises Agreement has been signed.
2. Vocational training at the enterprise included in the Vocational Training at Enterprises Agreement must comply with the weekly work plan.
3. The student is required to submit the weekly work report (Appendix-4), which includes daily work records, to the Responsible Instructor by the end of the first working day of the following week.
4. Students participating in applied education are subject to the Higher Education Institutions Student Disciplinary Regulation, published in the Official Gazette on 18/8/2012, No. 28388, as well as the relevant disciplinary regulations of their higher education institution and the workplace rules of the enterprise.
5. They must comply with the working conditions applicable at the institution and enterprise where they are accepted for vocational training, and carry out their work by participating in professional activities in person.

PART THREE

Arrangement, Implementation, and Evaluation of İŞME Work and Applied Courses

Prerequisites

**Article 12-** The following requirements must be met for students to undertake vocational training and other courses at the enterprise during the seventh and eighth semesters for the Coaching Education and Exercise and Sports Sciences Departments, and during the eighth semester for the Sports Management Department:

a) To complete all courses for the first six semesters in the Coaching Education and Exercise and Sports Sciences Departments, and the first seven semesters in the Sports Management Department, and to fulfill the attendance requirement,

b) To successfully complete the core courses in the field of study.

These courses are as follows:

For the Department of Coaching Training:

* The courses for the Coaching Training Department are as follows: Specialization Sports Branch I – Basic Training, Specialization Sports Branch II – Technical and Tactical Training, Specialization Sports Branch III – Technical and Tactical Training, and Specialization Sports Branch IV – Special Training

For the Department of Exercise and Sports Sciences:

* Exercise Physiology, General Training Knowledge, Training Planning, and Exercise Prescription

For the Department of Sports Management:

* Management Science, Sports Management and Administration, Financial Management in Sports Institutions, and Sports Marketing and Sponsorship

General Principles Regarding the Implementation of Working Hours and Schedules

Article 13-

1. The practice and application of vocational training at enterprises will be carried out in the designated application area. The application will be carried out one day at the Faculty and four (4) days at the designated enterprises.
2. The vocational training at enterprises practice and application evaluation course will be held face-to-face for four (4) hours on the first day of the week with the responsible instructor at the Faculty.
3. In Sports Sciences, Research Applications and Graduation Projects (if applicable) may preferably be related to the results of vocational training practice and application at enterprises.
4. The duration of vocational training at the enterprises is four (4) days per week, with a minimum of six (6) hours per day. In this context, the students’ weekly working hours are planned by the responsible instructor according to the working hours of the institution where the student is undergoing training.
5. The vocational training at enterprises practice and application course may be conducted at two different institutions during the fall and spring semesters if recommended by the responsible instructor and approved by the relevant commission.

Attendance requirements and excuses

**Article 14-** Students participating in applied education are subject to the relevant legislation of their higher education institution and the official working rules of the enterprise concerning leave and absenteeism during applied education. The applied training of students who violate the provisions of the Framework Regulation on Applied Training in Higher Education or the official working rules of the enterprise is considered unsuccessful.

Evaluation of vocational training practices at the enterprise

**Article 15-** The evaluation of the four (4) hours of theoretical course conducted by the faculty instructor is based on the file prepared by the student (Appendix-4) and the **"Instructor's Student Evaluation Form"** (Appendix-1), which the faculty instructor completes after assessing the weekly planning tables for the Vocational training at enterprises practice and application. The evaluation of the twenty-four (24) hour application carried out at the weekly institution is conducted and announced by the Departmental Applied Education Commission, based on 50% of the score from the "Vocational Training at Enterprises Audit Form" (Appendix-2), completed by the workplace training personnel, and the "Instructor's Student Evaluation Form" (Appendix-1), considering the opinion of the responsible instructor.

General principles for the regulation of vocational training practice at enterprises

Areas of application

  **Article 16-** Vocational training at enterprises practice and application areas are recommended by the instructor responsible for the relevant course and decided by the Applied Training Commission following approval by the Department chair and the Dean.

1. Vocational Training at Enterprises Practice and Application Areas for the Sports Management Department are as follows:

Public Sector

* Ministry of Youth and Sports Central and Provincial Organizations, and Sports Federations
* University Health, Culture, and Sports Departments
* Municipal Youth and Sports Services Departments, etc. Local Administrations
* Sports Facilities Affiliated with the Ministry of National Education
* Private Sector
* Sports Facilities
* Sports Clubs
* Sports Event and Organization Enterprises
* Sports Consulting Offices
* Sports Enterprises (Marketing, Human Resources, Customer Relations Departments, and Executive Assistant Offices)
* Foundation University Health, Culture, and Sports Departments
1. Vocational Training at Enterprises Practice and Application Areas for the Coaching Training and Exercise and Sports Sciences Departments are as follows:
* Public Sector
* Ministry of Youth and Sports Central and Provincial Organizations
* University Health, Culture, and Sports Departments
* Healthcare Organizations Affiliated with the Ministry of Health
* Ministry of National Education Central and Provincial Organizations
* Turkish Armed Forces
* Local Administrations
* Sports Federations
* Private Sector
* Foundation University Health, Culture, and Sports Departments
* Sports Clubs
* Private Sector Sports Enterprises, Tourism Sector Organizations, and Private Healthcare Institutions

Occupational Accident and Disease Insurance

Article 17-

**a)** For students taking courses within the scope of Vocational Training at Enterprises Practice and Application, "Occupational Accident and Disease Insurance" is provided by Fenerbahçe University.

**b)** In case of an emergency during Vocational Training at Enterprises Practice and Application, the student notifies the responsible person at the institution where they are assigned, as well as the responsible instructor, in writing. The instructor then notifies the relevant faculty commission in writing on the same day.

This directive shall enter into force upon approval by the Senate of Fenerbahçe University.