

MANISA CELAL BAYAR UNIVERSITY
COORDINATORSHIP OF EMPLOYMENT AND CAREER
"VOCATIONAL EDUCATION IN BUSINESS STUDENT ADMISSION FORM"

To whom it may concern,

The student, whose credentials are given below, has to take the "Vocational Education in Business" course, which includes full-time 15 weeks (1 half-year) practical training, at the workplaces within the scope of "Manisa Celal Bayar University Vocational Education Directive in Business Administration", within the specified periods. During the training in Turkey, the insurance premiums of the students will be paid and followed up by **Manisa Celal Bayar University** in accordance with the Social Insurance and General Health Insurance Law No. 5510. In countries other than Turkey, students do not have any insurance premiums. Thank you for your interest.

Approve
Dean's Office / Directive

Student Name and Surname		Student Number	
University		E-mail Address	
Department/Program		Phone Number	
Start And End Date of Education		Duration of Education	15 Weeks
<small>* The information in this line will be used for payments to be made by YÖK</small>	IBAN		T.R. Identification number

I would like to take my "Vocational Training in Business" course in the specified business, where I know the working condition, and I respectfully submit it to you.

* During the "Vocational Education in Business" course, I declare and undertake that I will comply with the provisions of the workplace discipline, occupational safety and labor rules as well as my university's Vocational Education in Business Directive. If I receive a health report, rest, leave, etc. I will inform the "Educational Staff" and the "Supervisory Instructor", and I will forward the original of the health report to the Supervisory Instructor within 2 days.

Statement and Commitment of General Health Insurance

Health care under general health insurance from my family, myself, through my mother / father

I have

I do not have

*I undertake and declare that the information I have given is correct, that I will notify my "Supervisory Instructor" within 2 days at the latest in case I am out of the scope of health insurance and receive a health report for any reason, and that I will pay the penalties and premium debts that will arise as a result of the sanctions to be applied to my school by the Social Security Institution if I do not provide the information.

Student Sign

Date...../...../.....

Company Name							
Type of Business	Public <input type="checkbox"/>	Private Sector <input type="checkbox"/>	Sector		Number Of Employees		
Company activity fields				Web			
Phone Number		Tax ID Number		E-mail Address			
Address							
Company Employee Information	Computer Eng. <input type="checkbox"/> Electrical and Electronics Eng. <input type="checkbox"/> Mechanical Eng. <input type="checkbox"/> Mechatronics Eng. <input type="checkbox"/> Food Eng. <input type="checkbox"/> Software Eng. <input type="checkbox"/> Civil Eng. <input type="checkbox"/> Metallurgical And Materials Eng. <input type="checkbox"/> Bioengineering <input type="checkbox"/> Energy Systems Eng. <input type="checkbox"/> Physic (faculty of science and literature) <input type="checkbox"/> Chemistry (faculty of science and literature) <input type="checkbox"/> Biology (faculty of science and literature) <input type="checkbox"/> Economist <input type="checkbox"/> Public Administrator <input type="checkbox"/> Political Scientist <input type="checkbox"/> Undergraduate Degree (Others) <input type="checkbox"/>						
Yes	No	Yes	No	Yes	No	Yes	No
Shift <input type="checkbox"/>	<input type="checkbox"/>	Shuttle <input type="checkbox"/>	<input type="checkbox"/>	Food <input type="checkbox"/>	<input type="checkbox"/>	Salary <input type="checkbox"/>	<input type="checkbox"/>
							Will insurance be carried out by the company?
							YES <input type="checkbox"/> NO <input type="checkbox"/>

It has been deemed appropriate for the student with the above credentials to conduct " VOCATIONAL EDUCATION IN BUSINESS" course at our company on the specified dates

Educational Staff *

Name Surname:

Date...../...../.....

Phone Number:

Company Official

Stamp Signature

* Business administration is the personel who is responsible for the student.

You are kindly requested to create your profile by log in the "New Company Registration" field at "ika.cbu.edu.tr".

APPROVED

Signature of the Department Coordinator of "Vocational Education in Business" course

Date...../...../.....

GENERAL INFORMATION ABOUT "VOCATIONAL EDUCATION IN THE BUSINESS"

- 1) Vocational Education in Business course is carried out on the basis of the principles of the Laws numbered 3308 and 6111, the Framework Regulation on Applied Education in Higher Education and the "Vocational Education in Business Directive" to be applied in undergraduate and associate degree departments and programs of Manisa Celal Bayar University.
- 2) "Vocational Education in Business" course is conducted by students, who are in the last semester in undergraduate programs or in the 3rd or 4th semester in vocational schools, in companies on a full-time basis for 15 weeks without interruption during the semester in accordance with the academic calendar of Manisa Celal Bayar University.
- 3) The company assigns Educational Staff(s) to be responsible for the practical training of students that they will do at their company, and ensure that the training is conducted under the supervision of Educational Staff.
- 4) "Vocational Education in Business" in the company is carried out in accordance with the content of the courses that students take at university. Students perform the tasks assigned to them in the company and during the course, they benefit from the rights specified in the Law No. 3308.
- 5) Students cannot be employed for more than 45 hours a week, their working days and hours are regulated by the company. The students comply with the working conditions of the company during their intern period. For students who are considered to work in shifts at the company, the student's request and approval from the Department Coordinator of Vocational Education in Business must be obtained. The legal responsibility of students participating in shift work belongs to students and company.
- 6) The insurance premiums of the students are paid and followed by Manisa Celal Bayar University according to the Social Insurance and General Health Insurance Law No. 5510 only for course in Turkey. The company takes action according to the circular of SGK dated 29.09.2016 and numbered 2016/21 regarding students who have suffered occupational disease or workplace accident during the intern period at the company. The company provides information to the Supervisory Instructor responsible for the student at least within 2 days.
- 7) The company is responsible for the Occupational Health and Safety of intern students during the intern period. However, if the company agrees, the Occupational Health and Safety courses completed by the students in their university can be accepted as basic education. (Regulation on amendments to the regulation from the Ministry of Labor and Social Security No. 30430 dated 24.05.2018)

The Duties of the "Supervisory Instructor"

- 1) A "Supervisory Instructor" is assigned by the university to monitor the "Vocational Education in the Business" course in the company and to correct the disruptions if there are. The Supervisory Instructor works in harmony with the Educational Staff that will be assigned by the company to be responsible for the education of students.

Duties of the "Company Official"

- 1) Signing the Protocol of "Vocational Educational in Business" on behalf of the institution or organization to which the training will be applied,
- 2) Ensuring that students can conduct "Vocational Educational in Business" in accordance with the principles of this directive and the rules of the company,
- 3) To assign Educational Staff or responsible persons to be responsible for the practical training of students that they will do in the company, to ensure that the training is conducted under the supervision of Educational Staff,
- 4) To assign the Educational Staff for undergraduate students should pay attention to the fact that the student has a bachelor's degree from his field or related field,
- 5) To take action in accordance with the provisions of the SGK regarding students who have suffered occupational disease or workplace accident during Vocational Education in the Business and to provide information to the "SGK Unit" of the university and to the Supervisory Instructor no later than 2 days,
- 6) To provide written reference documents to students who have successfully completed their Vocational Education in Business course.

The Duties of the "Educational Staff"

- 1) To work in coordination with the Supervisory Instructor assigned by the university. Educational Staff gives students tasks related to their professional field, shows and supervises how to do them.
- 2) Informing the Supervisory Instructor about the problems that may occur with the students,
- 3) Monitoring the attendance status of the students, evaluating the excused leave and processing the student absences for the previous month from the system within the first week of each month (7 days) (ika.cbu.edu.tr > Company Login > Students > Transactions > Student Operations > Payroll). Note: At the end of the 3rd day, the student who does not attend the training for 3 consecutive days without an excuse is reported to the Supervisory Instructor.
- 4) Examining the Internship Report, which the students have to prepare after their Vocational Education in Business, initialing the pages and signing the Acceptance Page. Determining the success score according to the performance of the student during his/her intern and approving it from the system (from ika.cbu.edu.tr > Company Login > Students > Transactions > Student Operations > Evaluation) within 1 week at the latest following the end of the Vocational Education in Business.

Duties and Responsibilities of the Students

- 1) In order for students to start their Vocational Education in Business course, they have to fill in the "Vocational Education Student Acceptance Form in Business", which they can access via ika.cbu.edu.tr. Students fill in the "Vocational Education Student Acceptance Form in Businesses" completely, get it approved by the company where they will practice, and submit it to their İŞTAK Office of the university within the maximum time specified in the academic calendar. Students who do not issue the "Vocational Education Student Acceptance Form in Businesses" and do not submit it on time cannot start their Vocational Education in Business.
- 2) They perform the tasks assigned by the Educational Staff at the company.
- 3) They cannot leave their company without the permission and approval of the Educational Staff.
- 4) They cannot take leave except in case of illness, death of first-degree relatives or similar emergencies. In obligatory cases where leave is required, they get the permission of the Educational Staff. The excuse leave to be given by the Educational Staff cannot exceed the maximum absenteeism period of the Vocational Educational in Business
- 5) Those who do not attend Vocational Education in Business for 3 consecutive days without an excuse or who exceed the absenteeism limit are deemed unsuccessful in the Vocational Education in Business course. Unsuccessful students have to take the Vocational Education in Business course again.
- 6) The students cannot change their company without the approval of the Department Coordinator of Vocational Education in Business, the Educational Staff and the Supervisory Instructor.
- 7) They inform the Educational Staff and/or the Supervisory Instructor of any excuses, problems and requests related to their education.
- 8) In addition to the Student Disciplinary Regulations of Higher Education Institutions, they have to comply with the rules of the company regarding work, discipline and work safety, and they cannot participate in union activities.
- 9) During Vocational Education in Business, students who receive a health report have to inform the Educational Staff and the Supervisory Instructor. They ensure that the original report submit the Supervisory Instructor or the İŞTAK Office of the university within 2 days at the latest, otherwise they will be held responsible for penalties and premium debts that will arise as a result of the sanctions to be applied by SGK. In case of a change in their insurance status, they have to inform the İŞTAK Office of the university/faculty,
- 10) They must carefully use all kinds of tools and equipment that they use during intern. They are held personally responsible for accidents and damages that may occur if they act on the contrary.
- 11) According to the principles to be determined by the Vocational Education Commission in Business Administration, the students prepare the work they have done until the 9th week in the form of an Interim Report within the 9th week of their education, and have them approved by the Educational Staff, and then submitted to the Supervisory Instructor until the end of the 10th week at the latest. Interim Reports without the approval of the Educational Staff are considered invalid.
- 12) Students, who have completed their Vocational Education in Business, organize their work during Vocational Education in Business as an Internship Report in accordance with the principles determined by the Department's Vocational Education Commission in Business Administration. They should be ensured initializing all pages and approved of the Acceptance Page of the Internship Report by Educational Staff. They ensure that the approved Internship Report reaches the Supervisory Instructor within one week at the latest from the end of the Vocational Education in Business. Internship Reports without the approval of the Trainer Personnel are considered invalid.
- 13) Students can not share the media, internet, etc., with information and documents related to the company where they conduct their Vocational Education in Business in the environment and with third parties without the permission of their businesses.