

NOTIFICATION OF WORKPLACE TRAINING/EXPERIENCE/PRACTICE COURSE FOR BEGINNERS

Frequently Asked Questions

1. CBİKO and General Insurance Transactions

- **I have been accepted to the CBİKO Program, what I need to do?**

In CBİKO transactions, students must apply to the Human Resources Unit 10 days in advance with a screenshot of the CBİKO page which includes their name, surname, start date and company name. Information about CBİKO is sent by KARPIEM to the e-mail addresses that students provide during their CBİKO registration.

- **Does the University provide insurance for the Workplace Experience/Training applied program?**

Health Insurance for students is provided by the Human Resources Department to cover the dates when the student is in practical training. This insurance, which covers health procedures and work accidents, does not have any effect on determining the student's retirement age.

- **How many days in advance and where do I need to notify so that my insurance starts on time?**

In order to insurance procedures to be carried out on time, the situation must be notified to your department's Research Assistant teacher at least 15 days in advance. Otherwise, insurance procedures cannot be carried out. Ostim Technical University has no responsibility in the event of any negative situations.

- **Apart from my Workplace Training/Experience/Practice Courses, I have been accepted by a company. Does the University provide insurance for me?**

Except for GOLD companies (ASELSAN, ROKETSAN, TUSAŞ, HAVELSAN, STM, HİDROMEK, TÜRK TRAKTÖR, FNSS SAVUNMA, BAYKAR) and CBİKO internships, the University does not provide new insurance. Do not apply to request etc. about the subject.

- **Apart from the Workplace Training/Experience/Practice Courses, if I pay the insurance fee to the University for the company I have been accepted to, would the University provide insurance for me?**

The University does not accept such requests. Do not apply to request etc. about the subject. Such extra internships are between the company and the student. Ostim Technical University has no responsibility for this matter.

- **If I do an internship abroad, does the University provide insurance for me?**

Each country has its own legal regulations and requirements about health insurance. An insurance policy that is valid in one country may not be legally valid in another country or may not meet the standards of that country. For this reason, the University cannot provide insurance for students who are doing internships in different countries. In this case, students must submit a signed request to the relevant department's Research

Assistant stating that they accept to work without insurance and that they are fully responsible for any negative situation that may occur during internship.

- **I am a graduate student. I have taken all the Workplace Education/Experience/ Practice Courses. However, I want to do another internship. Would the University cover my insurance?**

There is no insurance provided to graduate students about SGK entries.

- **I have a running insurance, or the company will provide insurance on its own. In this case, what I need to do for insurance?**

If there is a running insurance or if the company wants to do it itself, the situation should be notified to the instructor of the course or to the KARPIEM Directorate.

2. Scope and Conditions of Workplace Training/ Experience/ Practice Course

- **Is the Workplace Experience Applied Training Program an internship?**

The Workplace Experience Applied Training Program is an applied course. The Workplace Experience program is an applied course with ECTS points, included in academic and applied education. It should not be confused with internship and vocational training in terms of procedure.

- **Can I do a mandatory internship during the summer instead of the Workplace Experience Applied Training Program?**

Our university does not have an 'Internship', 'Summer Internship' or 'Mandatory Internship' application. However, if there is a suitable date within the scope of the semesters, the summer internship applications will be counted as the Workplace Experience Applied Training course.

- **Do I have to do the Workplace Experience Applied Training Program?**

The Workplace Experience Applied Training Program is a practical and mandatory course, and the student's responsibilities are the same as other courses.

- **What are the terms and conditions for completing the Workplace Experience Applied Training Program?**

Academic grade point average must be 1.80 or above. If not, students must first complete the courses in which they have low grades or the courses they have not taken.

- **Who cannot do the Workplace Experience Applied Training Program?**

Students whose academic grade point average is below 1.80, those who have previously applied for workplace experience but were not successful, those who have not paid their tuition fees, those who have not registered for courses and those who have caused the workplace agreement to be terminated due to failure to comply with the procedures and principles will find their own workplaces.

- **Can I do all of the Workplace Experience Applied Training Program at once?**

It can be done if the instructor of the relevant course gives permission and the courses are opened in the relevant term.

- **Will I always do the Workplace Experience Practical Training Program at the same company?**

Our aim and goal in practical training is for the company to know the student and for the student to know the company. Another aim is to work in different departments in the same training workplace since it is a study for employment after practical training. Students who want to change their workplace in different periods must find their own workplace.

- **Will I get paid for the Workplace Experience Practical Training program?**

Since the Workplace Experience Applied Training Program is a practical course within the scope of the curriculum, institutions do not have a payment obligation. According to the YÖK Framework Regulation, INTERNSHIP or VOCATIONAL TRAINING is paid at a rate of 3/1. The Workplace Experience program is a practical course included in academic and practical training with ECTS points.

3. Workplace Selection and Application Process

- **Can I do the Workplace Experience Applied Training Program in any city I want?**

A student who wants to do Workplace Experience Applied Training in a different city must find the company he/she wants to do the Workplace Experience Applied Training Program with and apply to the relevant instructor for suitability. If the instructor deems it appropriate, the Workplace Experience Applied Training Program can be done in a different city.

- **Can I complete the Workplace Experience Applied Training Program abroad?**

If deemed appropriate by the Department Committee, our students can carry out the application abroad. Within the scope of education to be given abroad; the student must comply with the legislation (law, regulation, SSI procedures, etc.) of the country where the education will take place. Within the scope of workplace education, all responsibilities belong to the student and/or the workplace.

- **Are we going to find the business ourselves where we will receive training in the Workplace Experience Applied Training course?**

No. The business / workplace / company etc. where the application will be made within the scope of practical training is added to the business pool by reaching an agreement with our university.

- **Can we find the business where we will receive training in the Workplace Experience Applied Training course?**

Yes, you can find your own workplace.

- **Is the company found by the student added to the university business pool?**

Companies that our students have reached an agreement with through their own means are added to the pool, with the relevant exceptions deducted, after confirmation is received as to whether the agreement was made individually on behalf of the student or whether it will be an ongoing agreement.

- **Are there any procedures, principles and conditions that the company must comply with in case we find our own workplace?**

There must be at least 1 engineer in the company where the course will be conducted.

- **What do we need to do when we find a workplace ourselves?**

If the student finds their own workplace, they must print out 2 copies of the 'Workplace Experience Protocol' document on the KARPIEM website, have them signed by the workplace, inform the Department and submit them to the KARPIEM Directorate.

- **Can I choose the company I want from the university's business pool?**

No, student pairings are made by the instructor of the relevant course.

- **How and based on what criteria are students matched with workplace?**

Student-Company Matching is planned in a way that students are better prepared for their professions and gain the ability to use the general culture, departmental education and theoretical knowledge, skills, attitudes and habits they have gained during the learning process in a real workplace environment. First, it is done according to the student qualification determination of the consultant instructors in line with the demands and criteria of the institution with which the agreement is made (Department/GPA/Foreign Language/Nationality/Competence etc.). At the same time, if companies wish, they can accept the students they will add to their organization according to their own selection and placement procedures and conduct one-on-one interviews with the students.

4. Duration and Attendance of Education

- **Can I do the Workplace Experience Practical Training Program in parts / by dividing it into parts – on the dates I want?**

If students meet the conditions that prevent them from going to the end-of-term practical training, such as "work and travel", they can complete their practical training for 15 working days during the term with the approval of the Department Head. Students in this situation must contact their department instructors at the beginning of the term.

- **How many hours will the Workplace Experience Applied Training Program have?**

Our students must comply with the regulations regarding daily (8-hour) working hours implemented by the employer. 8 hours is a condition determined by the Labor Law. You should not compare it with the hours of other courses you have taken during the semester. In addition, some workplaces may work without including lunch hours and breaks in working hours in accordance with the law. In this case, the time period you spend at the workplace will be 9 hours. Please remember that you must comply with the rules of the workplace in such cases.

- **Do I have to be present at the workplace at all times during the Workplace Experience Practical Training Program?**

Yes. You have an 80% attendance requirement. Students who fail to meet this requirement will be considered to have failed due to discontinuity. Absence is not a right but a process that must be used for mandatory reasons (illness, etc.). In cases such as illness, you must complete your report procedures to submit to the company and university. In cases where you are not ill, you can get an excused leave from both the relevant person at your workplace and the advisor academic staff. (Included in the total absence period.) You can get a committee report for your long-term reports. If the student is not present at the internship locations during the business visit made by the course instructor, the student's internship will be canceled.

- **Can I attend applied training on Saturdays?**

The training plan is only planned for weekdays. However, you can work on Saturdays in line with the excuse of the days you are not going or the student's initiative in line with the company's request.

- **What if I don't like my workplace?**

The provisions of the Regulation and Directive will be applied, although they may vary depending on the reasons for reason to change the workplace. However, the student cannot change the place of practice without the knowledge of the workplace training officer and the advisor instructor.

- **Can I do the Workplace Experience Practical Training Program during my summer vacation?**

If there is availability of dates within the scope of the semesters, the summer internship practices will be counted as the Workplace Experience Applied Training course.

- **Can I do practical training for more than the duration specified in the Workplace Experience Practical Training Program Directive?**

Since SSI premiums are deposited within the specified dates, you cannot do the internship outside of these dates.

*If SSI entries are made by the company, the specified dates may be exceeded.

5. Exemptions and Other Conditions

- **I transferred to your department through undergraduate / external transfer. Can I be exempt from practical training by counting the internship I did at the university I came from?**

If your internship was accepted at your previous university, you can apply to the Faculty/Vocational School Secretariat with a document showing that you were accepted and submit a request for exemption. The applied education commission will evaluate your application and decide whether you will be exempt or not and inform you.

6. Other Frequently Asked Questions

- **The company wants a Mandatory Internship Certificate from me. Where can I get it?**

You can apply to the relevant department secretary and request an official letter approved by the Department Head. Apart from that, our school does not have a "Compulsory Internship Certificate".

- **How can I access the “Statement of Employment” document requested by the employer?**

Statement of employment can be obtained from the Faculty Secretariat as of the date the student begins practical training.

- **I work in a company. Does the time I work count as practical training?**

If the instructor of the course accepts the workplace, it is considered as practical training.

- **I started practical training at the company where I worked, but after a while, I was laid off or had to leave the workplace. What should I do?**

If you are laid off from your job at the workplace where you practiced after a while after starting the practical training, you must inform the instructor of the course.

- **While I was doing the Workplace Experience Applied Training Program, my company went on holiday. What should I do?**

If the workplace goes on holiday or takes a break within the scope of practical training, the instructor of the course must be contacted and informed. A process plan should be made with the instructor of the course based on the time spent and the remaining time.

- **What will students who fail the Workplace Experience Applied Training Program do?**

Students who fail the Workplace Experience Applied Training course will have to retake the course. Since they failed the course, they must find the new company on their own.

- **How will the supervision of students going to the workplace / company be carried out?**

Students who go to the workplace/company will be supervised by the faculty members responsible for the course, both through interactive applications (such as video WhatsApp applications) and through personal workplace visits.

- **Will the responsible faculty member give notice/information before the workplace inspection?**

The responsible instructor will visit the student's workplace in accordance with their own schedule without prior notice.