



OSTİM TEKNİK
ÜNİVERSİTESİ
A N K A R A

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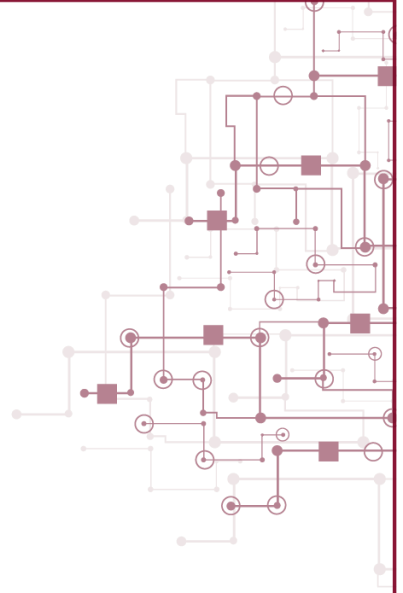
OSTİM TEKNİK ÜNİVERSİTESİ
MÜHENDİSLİK FAKÜLTESİ
WORKPLACE
EDUCATION/APPLICATION/EXPERIENCE
GUIDE

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Patron Information Survey

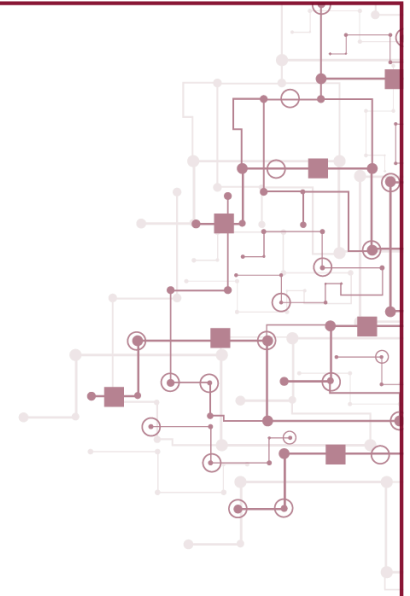
Once the students started their workplace education, they need to ask their patrons to scan the QR code and fill the survey.

<https://forms.gle/BqcQjJMakLgjypf68>

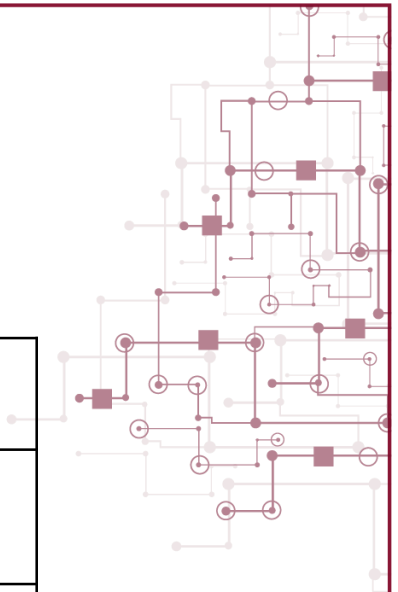


Important Information

- Ostim Technical University's applied education model consists of three stages: "Workplace Education, Workplace Application and Workplace Experience".
- All students who complete the 1st year 1st semester and move on to the 1st year 2nd semester are assigned to the companies by the relevant department professors.
- From the 2nd to the 8th semester (4th grade, 2nd semester) students go to the companies for 15 working days (3 weeks) at the end of the semester. In this process, no theoretical lessons are given at the school.
- In the 8th semester (4th grade, 2nd semester), students go to their workplaces completely.
- Ostim Technical University "Workplace Education / Application / Experience" is included in the course. For this reason, students receive mid-term and final grades from their patrons and advisors who are responsible for them at their workplaces.
- **There is no summer internship application at Ostim Technical University.**



Codes of the Courses According to Semesters



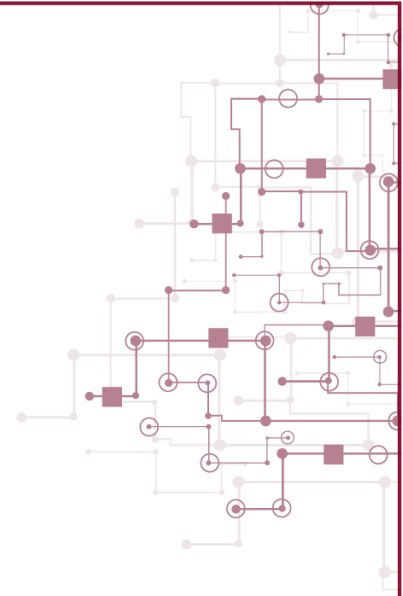
Mühendislik Fakültesi
Türkçe Bölümler için: IYE 124- 126 IYU 225- 227 IYU 226- 228 IYU 325- 327 IYD 326- 328 IYD 425- 427 IYD 426- 428
İngilizce Bölümler için: WED 124- 126 WAP 225- 227 WAP 226- 228 WAP 325- 327 WEX 326- 328 WEX 425- 427 WEX 426- 428

Semester	Course Code	Course Name	Duration
2	WED 124	Workplace Education	15 work day (3 weeks)
3	WAP 225	Workplace Application	15 work day (3 weeks)
4	WAP 226	Workplace Application	15 work day (3 weeks)
5	WAP 325	Workplace Application	15 work day (3 weeks)
6	WAP 326	Workplace Experience	15 work day (3 weeks)
7	WEX 425	Workplace Experience	15 work day (3 weeks)
8	WEX 426	Workplace Experience	3 ay

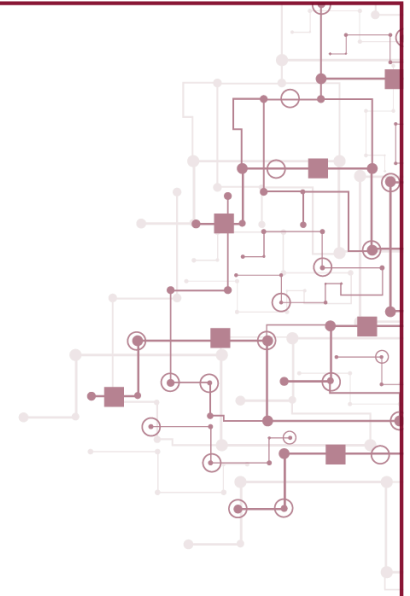
Application Rules

- After completing the company assignment process, students start working in the relevant company.
- Students are required to inform the workplace authorities for the days when they will not go to the company. This behavior of students who are absent without notice will be taken into account in the year-end grading.
- There are documents that must be completed by students and workplace administrators during the Workplace Education / Application / Experience.
Relevant documents are as follows:
 1. Daily Attendance Chart
 2. End-Term Evaluation Form
 2. Report Book (may vary according to departments.)
 3. Attendance Report (If there is no report, attaching a report explaining why the student is absent)

(You can find it in the Faculty of Engineering forms section.)



Workplace Education / Application / Experience Courses' Contents



Within the scope of the program, students needs to do the following

- According to the departments, different reporting systems may be requested from the students. According to the correct reporting system, the preparation of the reports is the responsibility of the students.
- End of Term Employer Evaluation Form, Workplace Education Final Check Form and Report book are common for all departments.
- All documents for which the student is responsible will be uploaded to the «**lmsclus**» system.
- <https://lmsclus.ostimteknik.edu.tr/my/>
- THE BOSS EVALUATION REPORT WITH THE BOSS' NOTE WILL BE UPLOADED TO THE SYSTEM BY THE BOSS. THE STUDENT IS ABSOLUTELY PROHIBITED TO SEE THIS DOCUMENT. DEPARTMENT BASED BOSS REPORT COLLECTION PROCESS MAY VARY.**

Frequently Asked Questions



What is the purpose of the Workplace Experience Applied Training Program?

It is our greatest wish that the students get to know the job and business life closely with applied trainings in university life, and graduate by gaining 21st Century Competencies with a multidisciplinary approach in the changing scenario of the world.

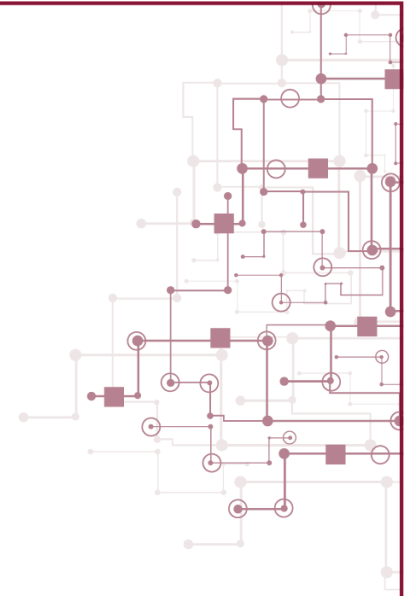
The main purpose of Workplace Experience Applied Training is;

- Having the opportunity to apply the theoretical knowledge learned by the student with real work experiences,
- **Developing 21st century competencies such as communication, teamwork, time management, business processes in different disciplines, in addition to learning the specialist skills of a particular field,**
- To increase the self-confidence of the student in the job search processes after graduation. Because Human Resources Professionals ask you 'Why should we hire you', 'What do you think is the most important feature required by this job?', 'What kind of contributions can you make to our company, can you give a few examples?' or 'How do you plan your work schedule?'
- Allowing students to develop and improve their abilities, to learn about their strengths and weaknesses with the knowledge they have gained in different disciplines.

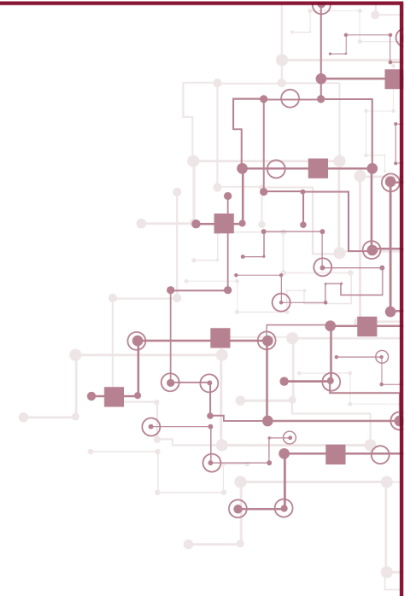
Frequently Asked Questions

What are the student benefits of the Workplace Experience Applied Program?

- Opportunity to apply the theoretical knowledge that the student learned at the university in the field
- To strengthen one's self-esteem by gaining experience,
- To gain the skills to develop in business discipline, time management, teamwork, critical thinking, analytical reasoning and logical abilities,
- Enthusiasm for students' participation in higher education and learning, development of students in expressing or conveying their ideas,
- Developing professional work experience, perception and awareness,
- Having business follow-up, planning, organization and competent research skills,
- Developing effective communication skills in the business environment, achieving successful human relations and business life responsibilities,
- Increasing students' self-consciousness, clarifying their post-graduation goals, forming career and life plans.



Frequently Asked Questions



Which department students will do the Workplace Experience Practical Program?

All our students studying in associate and undergraduate programs of our university will take part in the Workplace Experience Applied Program.

Is the Workplace Experience Applied Program an internship?

Workplace Experience Applied Training Program is an applied course within the scope of the course. The Workplace Experience program is an applied course in academic and applied education with an ECTS score. Internship and vocational training should not be confused with procedures and principles.

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

Our university does not have 'Internship', 'Summer Internship', and 'Mandatory Internship'. However, if the dates are suitable within the scope of the semesters, the summer internship applications will be counted instead of the Workplace Experience Applied Training course.

Frequently Asked Questions

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

A student who wants to do Workplace Experience Practical Training in a different city should find the business they want to do the Workplace Experience Practical Training Program and apply to the relevant advisor for eligibility. If the consultant deems it appropriate, a Workplace Experience Applied Training Program can be held in a different city.

Can I do the Workplace Experience Applied Training Program abroad?

If deemed appropriate by the Departmental Commission, our students can carry out the application abroad. Within the scope of training abroad; The student has to comply with the legislation (law, regulation, SGK procedures, etc.) of the country where the education will take place. Within the scope of workplace training, all responsibilities belong to the student and/or the workplace.

Can I do the Workplace Experience Applied Training Program during the summer vacation?

Summer internship applications will be counted instead of Workplace Experience Applied Training course if it is found to be suitable as a date within the scope of the semesters.



Frequently Asked Questions

Are we going to find the business we will be training with in the Workplace Experience Applied Training course?

No. Business / workplace / company etc. to be applied within the scope of applied training. It is added to the business pool by making a contractual agreement by our university.

Can we find the business we will be training with in the Workplace Experience Applied Training course?

Yes, you can do your own workplace planning.

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

The companies with which an agreement is made by our students with their own means are added to the pool by deducting the relevant exception after confirmation whether an individual agreement has been made on behalf of the student or an ongoing agreement.

Frequently Asked Questions

- In case of finding our own workplace, are there procedures, principles and conditions that must be followed for the company?

Engineering Faculty Terms			
<ul style="list-style-type: none">• Businesses where Workplace Application and Workplace Experience courses will be conducted must have at least 1 (one) engineer.			

Frequently Asked Questions

What should we do when we find a work place ourselves?

In case the student finds his/her own workplace, he/she has to print out 2 copies of the 'Workplace Experience Protocol' document on the KARPIEM website, first have it signed by the workplace, and then submit it to the KARPIEM Directorate. Protocol submission must be made at the latest 3 working days before the start of the applied training.

Can I choose the business I want from the business pool of the university?

No, student matching is done by the relevant advisor.

Frequently Asked Questions

How and according to what criteria are student pairings made?

Student - Firm Matching is planned in a way that will enable students to better prepare for their profession, to gain the competence to use the general culture, department education and theoretical knowledge, skills, attitudes and habits they have gained during the learning process in a real workplace environment. First of all, it is done according to the student qualifications of the advisors in line with the demands and criteria of the institution with which the agreement is signed (Department / grade point average / foreign language / nationality / competence, etc.). At the same time, businesses can make one-to-one interviews with students, if they wish, by recruiting students according to their own selection and placement procedures.

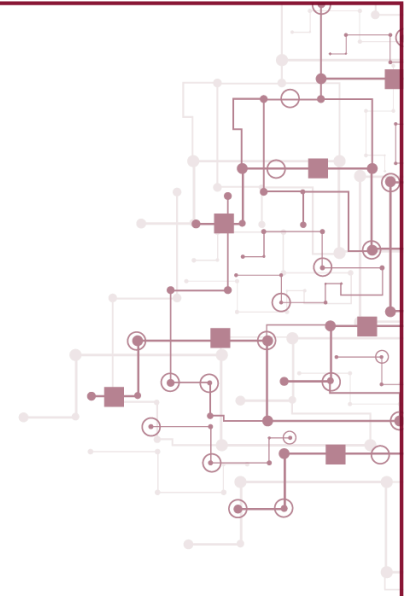
Do I have to do the Workplace Experience Applied Training Program?

The Workplace Experience Applied Training Program is an applied and compulsory course and the student's responsibilities are the same as for other courses.

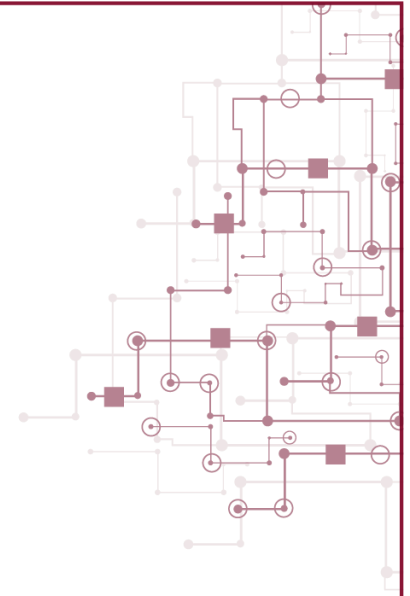
Frequently Asked Questions

What are the terms and conditions to be able to do the Workplace Experience Applied Training Program?

Academic grade point average should be 1.80 and above. If not, he must first complete the courses he is weak in or the courses he has not taken.



Frequently Asked Questions



Who cannot do the Workplace Experience Applied Training Program?

Those whose academic grade point average is below 1.80.

Those who have done the workplace experience application before and have not been successful,

Those who do not pay their fees,

Those who do not register for the course.

Those who do not register for the course

Students who cause the termination of their workplace because they do not comply with the procedures and principles will find their own workplaces.

Frequently Asked Questions

When does Workplace Experience Applied Education Program takes place?

For the 1st semesters of the years, workplace education program starts right after the end of the semester.

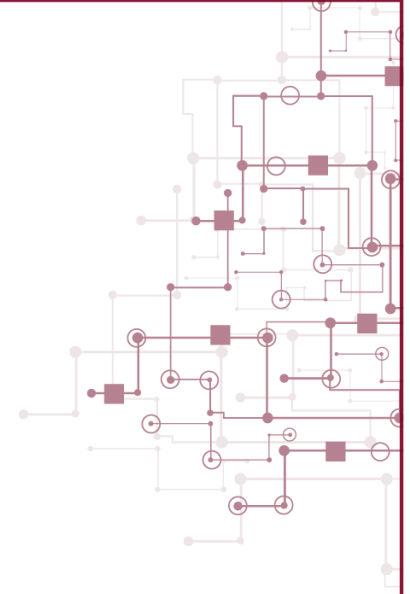
For the 2nd semesters, you have 2 options:

- You can go right after the end of the semester.
- You can go right before the next semester begins.

Frequently Asked Questions

NOTE 1: For students who are considering transferring, Option 2 is not suitable. For this reason, if you are thinking of making a horizontal transfer while making your choice, choose the 1st option, otherwise all responsibility belongs to the student. Preferences will be made once, and no changes will be allowed after that.

NOTE 2: Students who apply to companies in the defense industry (Roketsan, Havelsan, etc. companies that accept intern students through corporate and advertisement) should apply to their departments with their petitions if they are accepted by the companies. After the application, the applied training date change will be evaluated and the student will be returned. If the evaluation is negative, the student will automatically perform the practical training in Option 2.



Frequently Asked Questions

Can I do the Workplace Experience Practical Training Program in parts / by splitting – on my own dates?

If the students meet the conditions that cannot go to the applied training at the end of the term due to reasons such as "work and travel", they can perform the applied training for 15 working days during the term with the approval of the Department Head. Students in this situation should contact their department teachers at the beginning of the semester.

Frequently Asked Questions

Will I receive a salary in the Workplace Experience Applied Training program?

Since the Workplace Experience Applied Training Program is an applied course within the scope of the course, institutions are not obliged to pay. According to YÖK Framework Regulation, 3/1 payment is made for INTERNSHIP or VOCATIONAL TRAINING. The Workplace Experience program is an applied course in academic and applied education with an ECTS score.

Does the University take out insurance in the Workplace Experience Applied Education program?

Health Insurance for students is provided by the Human Resources Department to cover the dates when the student is in applied education. This insurance, which includes health procedures and work accidents by the university, has no effect on determining the retirement age of the student.

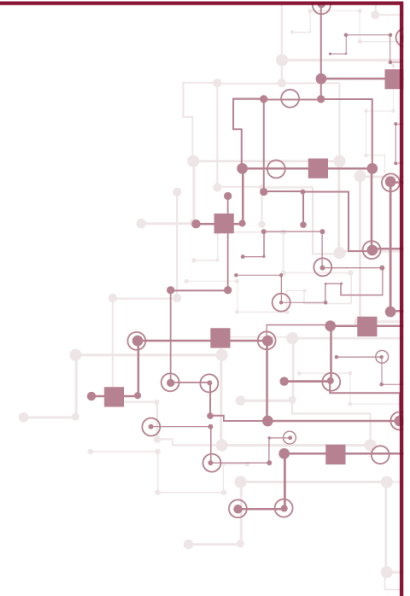
How can I access the 'Declaration of Employment' requested by the Workplace?

Recruitment declarations can be obtained from the Faculty Secretariat as of the date of the student's practical training.

Frequently Asked Questions

Can I take my non-attendance courses with the Workplace Experience Applied Training Program application?

Students who are in the 8th semester (4th grade, 2nd semester) and take the Workplace Training course can take it.



Frequently Asked Questions

Will Basic Occupational Health and Safety Training be given before the Workplace Experience Applied Training Program?

Basic Occupational Health and Safety Training will be given before the applied trainings to be carried out in the enterprises. In addition, all of our students are required to take the Occupational Health and Safety course as a compulsory course in their first year.

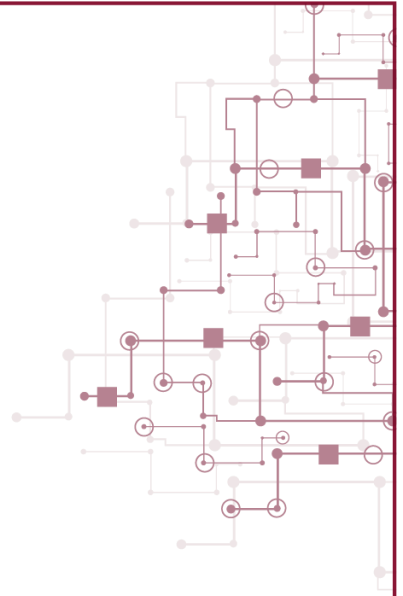
Workplace Experience Practical Training Program Can I do more hands-on training than the time in the Directive?

You cannot do it because SGK premiums are paid within the specified dates.

*Training can be continued if SGK entries are made by the company.

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

It can be done if the relevant advisor gives permission.



Frequently Asked Questions

Will I always do the Workplace Experience Practical Training Program in the same workplace?

Our aim and goal in applied education is that the company gets to know the student, the student gets to know the company, and then, since it is an employment-oriented study, to take charge in different departments in the same training workplace. Students who want to change their workplace in a different period have to find their own workplace.

Do I have to be at the workplace constantly during the Workplace Experience Practical Training Program?

Yes. You have an 80% attendance requirement. Students who do not meet this requirement will be deemed to have failed. Absenteeism is a process that should be used for compulsory reasons (illness, etc.) rather than a right. In cases such as illness, you need to complete your report procedures to forward it to the company and the university. In cases where you are not sick, you can get excused permission from both the relevant person at your workplace and the consultant instructor. (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 places during the business visit made by the consultant, the student's internship is cancelled.

Frequently Asked Questions

How many hours will the Workplace Experience Applied Training Program course take?

Our students must comply with the regulations regarding daily (8 hours) working hours imposed by the employer. 8 hours is a situation determined according to 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 you spend at work will be 9 hours. In such cases, remember that you have to follow the rules of the workplace.

I completed my practical training under the Workplace Experience Applied Training Program, but I was accepted by another company and I want to do applied training there as well. Does the university take out insurance for this internship as well?

Within the scope of applied education, the university does not pay SSI for internships/applied training done outside the Gold companies determined by the Faculties on different dates.

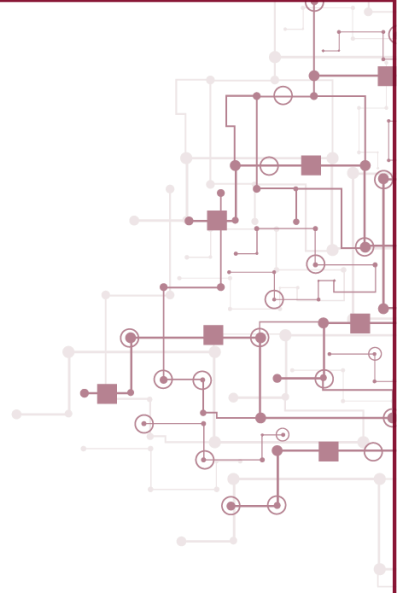
Gold Company List →

What is Gold Company?

If students go to these companies during the summer, the school will make their insurance.

GOLD FİRMA LİSTESİ

- 1.ASELSAN
- 2.ROKETSAN
- 3.TAİ – TUSAŞ
- 4.HAVELSAN
- 5.STM
- 6.HİDROMEK
- 7.TÜRK TRAKTÖR VE ZİRAAT MAKİNELERİ A.Ş
- 8.FNSS SAVUNMA SİSTEMLERİ A.Ş
- 9.BAYKAR



Frequently Asked Questions

I work in a workplace. Does the time I work count as hands-on training?

If the consultant accepts the workplace, it is counted as applied training.

I started practical training at my workplace, but after a while I was fired or had to leave the workplace, what should I do?

If you are dismissed from the workplace where you practice after a while after starting the applied training, you must inform your advisor about the situation.

I have a functioning insurance or the business will insure itself. What should I do for insurance in this case?

If there is a functioning insurance or if the workplace wants to do it itself, the situation should be informed to the consultant teacher or the KARPIEM Directorate.

While doing the Workplace Experience Applied Training Program, the workplace took a vacation. What should I do?

In the event that the workplace takes a vacation or takes a break within the scope of applied training, the situation should be reported by contacting the advisor. Process planning should be done with the advisor on the basis of the time done and the remaining time.

Frequently Asked Questions

What documents do I have to submit in order for the Workplace Experience Applied Training Program to be evaluated?

- Department Report Book
- Daily Attendance Chart
- Patron Evaluation Report
- End of Term Evaluation Report
- If he has a medical report during the time he goes to the workplace, he has to submit the health report.

Frequently Asked Questions

What is the deadline for report submission so that the Workplace Experience Applied Training Program can be evaluated?

Within the scope of the applied training, the report should be submitted to the relevant advisor within 3 working days as of the last working day.

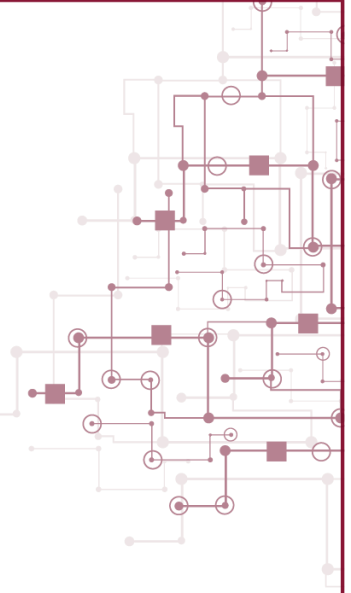
What if I don't submit my Workplace Experience Hands-On Training Program report by the deadline?

If you do not bring your file without excuse, it will not be accepted in the following weeks. If you think you have an excuse, you can submit a health committee report, death certificate, etc., as is done in apology exams. You must document it.

Frequently Asked Questions

How should I fill out and submit the Workplace Experience Practical Training Program report?

It should be filled in accordance with the guide given in the Workplace Program Documents on the Faculty of Engineering website.



Frequently Asked Questions

Can I go to the applied training on Saturdays?

Training scheduling is planned for weekdays only. However, you can work on Saturdays in line with the student's initiative, as an excuse for the days not attended or upon the request of the company.

Frequently Asked Questions

If there is a period when I cannot do the Workplace Experience Applied Training Program, can I perform this application in the next term?

If the credit and syllabus are suitable, s/he can do it with the approval of the department and the advisor.

Frequently Asked Questions

What if I don't like my workplace?

Although it varies according to the reasons for wanting to change the workplace, the provisions of the Regulation and Directive will be applied. However, the student cannot change the place of application without the knowledge of the workplace training officer and the advisor teaching staff.

What will students who fail the Workplace Experience Applied Education Program do?

Students who fail the Workplace Experience Applied Training course will have to take the course again.

How will the students who go to the business / company be supervised?

Students who go to the business / company will be supervised by the instructors responsible for the application, both by interactive applications (such as video whatsapp applications) and by making workplace visits.

Will the responsible lecturer give notice / information before the workplace inspection?

The responsible instructor will make a workplace visit without prior notice to the student in accordance with his/her own time schedule.

Frequently Asked Questions

Can I do practical training in official / public institutions?

Processes related to Public Institutions are carried out by the Presidential Human Resources Office (CBİKO). In this process, which is called the National Internship Program, you can follow the CBİKO application dates and make your application process. With the advisory teacher and the decision of the Faculty / Vocational School, you can count the National Internship Program instead of applied training.

I came to your section with horizontal / vertical transition. Can I be exempted from applied education by counting my internship at the university I came from?

If your internship was accepted at your previous university, you can apply for an exemption by applying to the Faculty / Vocational School secretariat with the document confirming that it was accepted. The applied education commission will evaluate the application and decide whether or not you can be exempted and notify you.

Frequently Asked Questions

Do we have to go to the office during exam weeks?

Yes. For permission, s/he must obtain permission from his patron.

How is the grade evaluation of the Workplace Experience Applied Training course done?

- There is no midterm exam.
- The final exam grade is given by taking 40% of the evaluation grade of the guardian and 60% of the grade of the instructor in charge (according to the report book, daily attendance schedule assessment report).

Frequently Asked Questions

Can students who are in the Workplace Experience Applied Training process participate in social activities?

They can participate in career days or events organized by the Faculty / Vocational School, which are compulsory to attend, with the permission information to be obtained from the Faculty / Vocational School secretariat.

In which cases is the protocol terminated by the workplace authorities during the Workplace Experience Practical Training process?

The workplace may terminate the practical training process with the student in case of non-compliance with the work ethics and morals in the work processes according to the workplace rules (written / unwritten) and labor law. This situation is evaluated by the relevant Faculty Dean's Office / Vocational School Directorate within the scope of the process, and a decision is made about the student's situation.

How will the student's attendance and absenteeism be monitored during the Workplace Experience Applied Training process?

Student attendance / absenteeism will be tracked by the points held by the workplace. The workplace can send the scorecards with the student as well as direct the attendance to the KARPIEM or the advisor teacher.

What is a score sheet?

Payroll schedules are a kind of attendance schedule. It shows which days a person goes to work and how many days he works in total in the specified period.

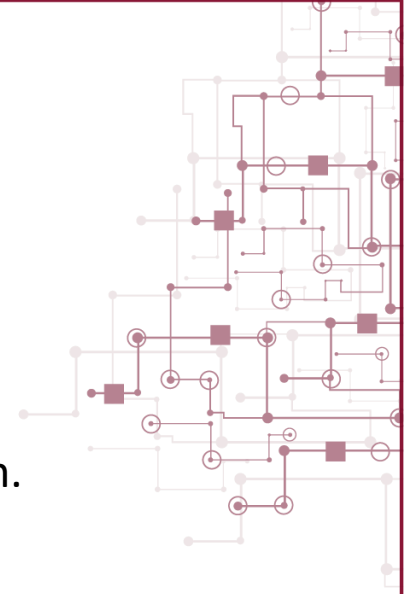
What happens if I don't bring the payroll schedule on time?

Students who do not submit their payroll schedules on time will be deemed invalid even if they have completed the practical training. Therefore, do not miss the delivery dates of the charts.

Frequently Asked Questions

When should I submit my attendance schedules to the university?

It must be submitted together with the documents to be submitted at the end of the term.



Frequently Asked Questions

I didn't do hands-on training last year or I failed hands-on training, do I have to do it this year?

Those who did not do an internship for 2 consecutive years, could not do it or failed for any reason (such as not going to work after applying, leaving unfinished, being dismissed from the workplace, not filling the internship file properly, not getting a score of at least 65 out of 100 at the end of the interview, etc.) students must do this year. If they fail to do so or fail for the third time for any reason, the students will be deregistered from the university.