# T.C.

ISTANBUL MEDIPOL UNIVERSITY

 SCHOOL OF BUSINESS

SECTORAL PRACTICE INSTRUCTION\*

Aim and Scope

**ARTICLE 1**- (1) The aim of this instruction is to regulate the principles of the students who study at Istanbul Medipol University of School of Business; to reinforce the theoretical knowledge and experience they have gained during their education period, to increase their professional experience, to develop their teamwork skills and to regulate the procedures and principles regarding the sectoral practice they will carry out in domestic and foreign institutions and organizations.

# Base

**ARTICLE 2** – (1) This instruction has been prepared based on the Istanbul Medipol University Associate and Undergraduate Education Regulations published in the Official Gazette dated March 23, 2015, and numbered 29304.

# Definitions

**ARTICLE 3**- (1) The definitions in this instruction, refer to;

1. Faculty: School of Business,
2. Faculty Administrative Board: Administrative Board of the School of Business,
3. Dean’s Office - Dean: Deanery of the School of Business, Dean,
4. Instructor: School of Business Faculty members,
5. Head of Program: Program heads of the School of Business,
6. Sectoral Practice Commission: Sectoral Practice Commission of School of Business,
7. Sectoral Practice Consultant: School of Business, Sectoral Practice consultants,
8. Sectoral Practice Mentor: The employee appointed by the institution or organization where the sectoral application is made, who will advise the student at the workplace for the project and evaluate the project on behalf of the workplace,
9. Sectoral Practice Instruction: School of Business, Sciences Sectoral Practice Instruction,
10. Sectoral Practice File refers to the sectoral application file, which contains all sectoral application annexes/forms, including daily and weekly reports.

# Aim of Sectoral Practice

**ARTICLE 4**- (1) The aim of the sectoral application is to enable the students to get to know the business areas related to the programs they study, to learn the practices in the workplaces, and to gain experience on a project basis by applying the knowledge and skills they have acquired through education.

# Sectoral Practice Commission

**ARTICLE 5-** (1) The School Administrative Board elects at least 3 (three) and at most 7 (seven) people from among the lecturers of the compulsory programs to form the Sectoral Practice Commission.

Sectoral Practice Commission;

1. Responsible for overseeing the sectoral practice process and arranging sectoral practice documentation.
2. It decides the suitability of the institutions and organizations with which MEDİGEM has a cooperation agreement for sectoral practice.
3. Together with the Head of the Program, they recommend the sectoral implementation period to the School Board of Directors, when necessary.
4. Helps to resolve issues related to Industry Practice.

# Sectoral Practice Advisor

**ARTICLE 6-** (1) The Sectoral Practice Advisor appointed by the School Administrative Board is responsible for supporting the student regarding the sectoral application project during the relevant academic semester and evaluating the project at the end of the term.

Sectoral Practice Consultant;

1. He meets with the student on campus once a week and answers questions.
2. During the sectoral practice period, it supervises the students at the sectoral practice site. Students who do sectoral practice outside the city or abroad are supervised by using telephone and similar communication tools.
3. It checks and grades the suitability of sectoral practice files that students enter into the system.

# Sectoral Practice Mentor

**ARTICLE 7**- (1) The Sectoral Practice Mentor, appointed by the institution or organization where the Sectoral Practice is done, is responsible for supporting the student in the workplace regarding the sectoral practice project during the relevant academic semester and evaluating the project at the end of the term.

Sectoral Practice Mentor;

1. During the week, he has one-on-one meetings with the student. Gets information about the progress of the project.
2. It approves the student’s weekly work and processes the attendance schedule through the system.
3. It checks and grades the suitability of sectoral practice files that students enter into the system.
4. If the student exceeds the absenteeism limit or acts against the workplace rules, they evaluate it on the system without waiting for the end of the semester.

# The Quality of the Sectoral Practice

**ARTICLE 8** – (1) Students are required to do a sectoral practice project in accordance with the provisions of this sectoral practice project. A student who does not do a sectoral practice project or completes a sectoral practice cannot be given an exit certificate or diploma.

1. Suppose the students do not start the sectoral application or complete their sectoral applications between the dates specified in the sectoral practice calendar. In that case, they are considered unsuccessful in this course and have to repeat the sectoral course in the next sectoral application period.
2. Students submit their sectoral practice files and evaluation forms to the Sectoral Practice Advisor within 5 (five) working days following the completion of the sectoral practice. This period is 10 (ten) working days for students who do compulsory sectoral practice projects outside the city or abroad.

# Sectoral Practice Time and Duration

**ARTICLE 9**- (1) The students who will enrol in the sectoral practice course must have taken all the courses. In the case of more than three failed courses, the courses are repeated and they are registered for the sectoral practice course in the next semester after successful completion. Students who have given all the courses of the program they are studying but have not completed the sectoral practice course, enrol in the sectoral practice course in the next academic semester.

1. In the Sectoral Practice course, the time required to be spent in the institution or organization is at least 48 (forty-eight) working days within the specified academic semester.
2. Sectoral Practice is completed in the same semester at once and without interruption. Still, the days that cannot be attended due to the valid excuse stated below can be compensated within the academic semester.

a) Sick status up to 5 (five) working days with an official report from a full-fledged state / private hospital stating whether the student can continue the sectoral practice.

1. The time to be compensated cannot exceed half of the total sectoral practice time.
2. The student who does not fulfil the sectoral practice attendance requirement is evaluated as absent and repeats the sectoral practice course in the next semester.
3. Missing days up to 5 (five) working days, resulting from the interruption of the sectoral practice for a while with the approval of the workplace, provided that it is documented in cases such as illness, loss of a first-degree relative, etc. must be completed in the academic semester. Otherwise, the sectoral practice course is repeated.
4. Excuse permits and medical reports obtained for health or other reasons during the sectoral practice are not counted towards the sectoral practice day, the sectoral practice period extends during the excuse leave and medical report obtained. The petition stating the report received and the excuse is delivered to the Sectoral Practice Consultant within 3 (three) business days.
5. In the event of a strike or lockout in the institution or organization, natural disasters such as earthquakes, fires and floods, or due to various force majeure reasons, students can continue their sectoral practices in another institution or organization with the knowledge and approval of the Sectoral Practice Advisor.
6. A week is considered to be 5 (five) working days. However, legally, Saturday is considered the 6th working day in workplaces that work full-time on Saturday. Sunday is not counted from the sectoral practice period. One-day public holidays (April 23 National Sovereignty and Children’s Day, May 1 Labor and Solidarity Day and May 19 Commemoration of Atatürk, Youth and Sports Day) are included in the sectoral practice period.

# Sectoral Practice Places

**ARTICLE 10**- (1) The suitability of the Sectoral Implementation sites selected among the institutions and organizations with which MEDİGEM has an institutional cooperation agreement is approved by the Sectoral Practice Commission, taking into account the characteristics and needs of each program.

(2) Sectoral practice is completed in the same workplace and within the same academic term, within the specified periods.

# Sectoral Practice Abroad

**ARTICLE 11**- (1) Students, within the periods specified in the sectoral practice calendar, can apply their sectoral practices; With the approval of the Sectoral Practice Commission, they can do so in institutions and organizations operating abroad related to their departments, which they find as a result of their initiatives.

1. Students can prepare sectoral application documents in the mother tongue of the country where they practice sectoral practice. In this case, the documents must be submitted to the Sectoral Practice Consultant with their notarized translation.
2. In the case of a sectoral practice abroad, the relevant files in the system are filled in the language of the program studied and, if necessary, in English.
3. In the case of a sectoral practice abroad other than the Erasmus+ exchange program, the insurance expenses are covered by the student.

# The Duties and Responsibilities of the Students Taking Sectoral Practice Course

**ARTICLE 12** – (1) The duties and responsibilities of the students who take the sectoral practice course are as follows:

1. It is the student’s responsibility to find a sectoral practice site. First of all, MEDİGEM makes a cooperation agreement with the institution or institution where the sectoral practice will be made and suggested by the students.
2. The student who applies to the sectoral practice position of the institution or organization through the system can start the sectoral practice if the institution accepts it.
3. Sectoral practice students have to complete their sectoral practice at the starting point. Sectoral practice cannot be interrupted and the sectoral practice place cannot be changed without informing the Sectoral Practice Advisor. Students can change the place of sectoral practice by obtaining the opinion and approval of the relevant Sectoral Practice Advisor, in this case the approval of the new institution must be obtained through the system.
4. During the sectoral practice, students are obliged to monitor the work to be done and implement it when necessary. They are responsible for all professional activities carried out in the units where they practice sectoral practice.
5. The students have to complete the work given in the sectoral practice places in a complete and timely manner.
6. Students have to comply with all the rules and legislation of the workplace where they will make sectoral practice, especially the start and end hours of the working hours, and the Higher Education Institutions Student Discipline Regulation.
7. The student cannot leave the sectoral practice place without permission.
8. Sectoral practice student cannot participate in union activities in the workplace where they practice sectoral practice.
9. Students record their work, which they carry out in accordance with the sectoral practice work programs, in the sectoral practice file daily through the system. The previous week’s activity information is closed to editing by the system.
10. During the sectoral application, students are responsible for completing the sectoral practice file on a weekly basis and delivering it to the Sectoral Practice Advisor.

# Sectoral Practice Documents

**ARTICLE 13**- (1) The student who will make sectoral practice can obtain the relevant documents from the printed or university web page; Students cannot use documents other than these. The list of sectoral practice documents is as follows:

1. Sectoral Practice Notification and Approval Form (Annex-1)
2. Commitment (Annex-2)
3. Weekly Sectoral Implementation Continuation Chart (Annex-3)
4. Daily Sectoral Practice Report (Annex-4)
5. Student Supervision Form (Annex-5)
6. Institution Evaluation Form (Annex-6)
7. Sectoral Practice Mentor Student Evaluation Form (Annex-7)
8. Sectoral Practice Advisor Student Evaluation Form (Annex-8)

**Documents to be Prepared before starting the sectoral practice;**

1. Official Sectoral Practice Letter (Annex-1): It is approved by the Dean’s office to be sent to the institution where the sectoral practice will be made and delivered to the student. This document states that the sectoral practice that the student will make is of an official nature. It declares that the insurance premium for work accident and occupational disease will be paid by the University between the dates of the student’s sectoral practice. The student takes this letter together with the “Sectoral Practice Place Acceptance Form” to the workplace where the sectoral practice will be done. The student practice to the relevant company official to have the part of the document to be filled in by the workplace approved and has the document approved. The student submits the document approved by the workplace to the sectoral practice consultant faculty member.
2. Commitment (Annex-2): It determines whether the students have any social security before the SGK. The student gives this form to the Sectoral Practice Advisor.

Documents to be prepared within the sectoral practice period;

1. Weekly Sectoral Practice Attendance Chart (Appendix 3): The weekly chart in which the student summarizes the daily work. This schedule is approved through the system by the relevant person at the sectoral practice site.
2. Daily Sectoral Practice Report (Annex-4): The student specifies the daily work in detail in this form. If necessary, he can add documents showing the work he has done at the sectoral practice site; the form is approved by the Mentor on the system.
3. Student Supervision Form (Annex-5): It is the document to be prepared by the Sectoral Application Advisor regarding the supervision of the student.

Documents to be prepared after the end of the sectoral application;

1. Institution Evaluation Form (Annex-6): In this form, the student’s thoughts and evaluations about the institution in which they made sectoral practice are included.
2. Sectoral Practice Mentor Student Evaluation Form (Annex-7): It is the form in which the institution manager evaluates the student in general through the system.

Document to be prepared by the Sectoral Practice Advisor

a) Sectoral Practice Advisor Student Evaluation Form (Annex-8): The form in which the sectoral practice advisor evaluates the sectoral practice.

# Evaluation of the Sectoral Practice

**ARTICLE 14**- (1) The suitability and success of the sectoral practice made by the faculty students:

* 1. The first stage evaluation is made by the mentor appointed by the institution at the workplace, as specified in the workplace evaluation form prepared by the Faculty. The student who does not get a passing grade repeats the Sectoral Practice course.
	2. The course advisor makes the second stage evaluation as specified in the academic evaluation form prepared by the Faculty. The student who does not get a passing grade repeats the Sectoral Practice course.
	3. When calculating the student’s Sectoral Practice grade, 30% of the mentor’s assessment and 70% of the advisor’s assessment are added. Students with a grade point average of 60 (sixty) and above are considered successful. Students whose grade point average is 59 (fifty-nine) and below are considered unsuccessful and retake the Sectoral Practice course.
	4. In the Sectoral Practice course, students who do not fulfil the requirement to attend the workplace during the semester or who have excuses are evaluated as absent at the end of the semester and repeat the course.

# Exemption

**ARTICLE 15**- (1) If the students document the content of the sectoral applications course they have achieved while studying at any educational institution before, whether they will be exempted from the sectoral application is decided upon the opinion of the Sectoral Practice Advisor, the recommendation of the Sectoral Practice Commission and the evaluation of the School Administrative Board.

# The Storage of Sectoral Practice Documents

**ARTICLE 16**- (1) Sectoral practice files are stored in the system as electronic documents; in case of printed documents, they are kept for 2 (two) years, starting from the date of acceptance, at the place determined by the relevant Program Presidency. Sectoral practice files, whose storage period has expired, are destroyed by the Program Presidency in a manner deemed appropriate and by keeping a report.

(2) Starting from the acceptance date of the sectoral practice, student objections regarding the sectoral practice made at the end of 2 (two) years are not accepted in any way.

# Final Provisions

**ARTICLE 17**- (1) In cases where there is no provision in this Directive, “Istanbul Medipol University Associate and Undergraduate Education Regulations” and Senate decisions and other legislation provisions are applied.

**ARTICLE 18**- (1) This instruction enters into force to implement the 2019-2020 academic year.

**ARTICLE 19**- (1) This instruction enters into force from the date approved by the Istanbul Medipol University Senate.

**ARTICLE 20**- (1) The provisions of this instruction are executed by the Dean of Istanbul Medipol University School of Business.

\*Accepted by the University Senate’s decision dated 07/08/2018 and numbered 2018/24-03.

\*\* Accepted by the University Senate’s decision dated 15/01/2020 and numbered 2020/01-02.