 ISTANBUL OKAN UNIVERSITY	REPUBLIC OF TURKEY ISTANBUL OKAN UNIVERSITY FACULTY OF ENGINEERING AND NATURAL SCIENCES DEPARTMENT OF CIVIL ENGINEERING PRACTICAL TRAINING PRINCIPLES & RULES	Page Number 1/4
		Revision Date 13/04/2022

1. PURPOSE AND SCOPE

These principles and rules have been regulated in accordance with the 37th article of the "Istanbul Okan University Associate Degree and Undergraduate Education Regulations" in order to specify the rules regarding practical training studies of the Civil Engineering Department students of the Faculty of Engineering and Natural Sciences and the principles for the execution of these rules.

2. DESCRIPTION, AREA, NUMBER AND DURATION

2.1. Description

Practical training is a practical study conducted in an institution within or outside the university, preferably during the summer, to enable the student to achieve the desired professional, academic knowledge, and skill level in accordance with the Civil Engineering Department's undergraduate education characteristics and requirements.

2.2. Practical Training Areas and Types

Construction, Hydraulics, Transportation, and Geotechnics are the practical training areas in the Department of Civil Engineering. There are two practical training types; site practice (field project application) and office practice (office project design).

2.3. Practical Training Terms and Conditions

Students participating in the site practice must finish four semesters, whereas students participating in the office practice must complete six semesters. The period of time spent in the previous departments of the students enrolled in the Civil Engineering Department in the 2015-2016 academic year or later with a horizontal or vertical transfer can be included to this period, but the practices of these students in their previous departments are not considered valid.

2.4 Number of Practical Trainings


According to Practical Training Rules & Principles, each student who will graduate from the Faculty of Engineering and Natural Sciences, Department of Civil Engineering, must complete two practical trainings in two separate terms, one of which is a site construction practice and the other one an office practice. A student will not be able to graduate unless he/she completes the practice requisites.

2.5 Practical Training Time Frame & Period

Practices are typically completed during academic vacation periods. Work completed on national holidays is not considered as practice time. However, students who have at least three free full working days (including Saturdays) per week can do practices together with studying. Graduation project is not taken into account in this determination. One week is considered five working days. Saturday is also counted as a working day at workplaces that offer saturday overtime. Practice studies take forty working days to complete, with each practice taking no less than twenty working days. Partially completing twenty days of practice in a semester is not possible (with an empty week/period in between). The student documents each practice in its own Trainee's Report.

3. TRAINING COMMITTEE AND DUTIES

3.1. The head of the department appoints one of the faculty members of the department as the Department Training Coordinator, with a term of one year, in order to carry out the practice duties. The coordinator whose term of office has expired can be re-elected.

 ISTANBUL OKAN UNIVERSITY	REPUBLIC OF TURKEY ISTANBUL OKAN UNIVERSITY FACULTY OF ENGINEERING AND NATURAL SCIENCES DEPARTMENT OF CIVIL ENGINEERING PRACTICAL TRAINING PRINCIPLES & RULES	Page Number 2/4
		Revision Date 13/04/2022

3.2. The Department Training Coordinator forms the Training Committee with the people he/she will choose among the faculty members.

3.3. The Department Training Committee takes decisions regarding the qualifications of the practical training places in public or private institutions where the students will do their practices, the details to be taken care of regarding the training, the way the Trainee's Reports are organized, whether the practices are appropriate and other details, and ensures that the regulations, principles and rules are announced to the students and implemented accordingly.

3.4. The practice documents provided to the Training Coordinator are forwarded to the members of the practice commission at least one week after the submission. Members of the Training Committee review and evaluate student practical trainings using the Practical Training Principles & Rules. In order to carry out insurance transactions, the practice application is submitted to the Human Resources Unit after it has been approved by the Training Committee.

4. PLACES TO TRAIN

4.1. It is the student's responsibility to find a suitable practical training position. Students who find practice opportunities on their own, apply to the Training Committee using the Practical Training Application Form approved by the relevant institution. The Training Committee determines whether the position is appropriate within the framework of the department's principles and notifies the student.

4.2. Students can complete their compulsory practical trainings at the institutions where the Department Training Committee has a quota, or at an institution that they find and approved by the Department Training Committee, provided that they comply with the following criteria:

- a) Official or private construction sites,
- b) Factories manufacturing building elements,
- c) Private or university laboratories conducting research on civil engineering,
- d) Project offices,
- e) Other institutions and organizations that allow the student to gain practical working skills, which the Training Committee will deem appropriate

4.3. Students cannot perform their practical trainings in companies that belong to them and/or their first-degree relatives and companies operating in the field of building inspection.

5. TRAINING PROCESS


5.1. Each student must complete the Practical Training Application Form, get it approved by the company where they want to practice internship, and apply to the Training Committee with a photocopy of their national identity card prior to the training. At least one week before the practice begins, the student must have the practical training application form accepted.

5.2. The student who has been assigned a training position sends the Practical Training Evaluation Form to the company where he/she will be working. After the training is completed, the civil engineer in charge of the trainee fills out this document, which is then approved with a company stamp (seal in official institutions) and signature before being returned to the Training Committee in a sealed envelope.

5.3. Practical trainings are divided into two sections: Construction Site Practice and Office Practice.

During the 1st Practical Training, which is called Construction Site Practice,

- a) All kinds of rough construction and civil works such as excavation, filling, formwork, iron, welding, concrete works carried out at the construction site,
- b) Project applications works,

 ISTANBUL OKAN UNIVERSITY	REPUBLIC OF TURKEY ISTANBUL OKAN UNIVERSITY FACULTY OF ENGINEERING AND NATURAL SCIENCES DEPARTMENT OF CIVIL ENGINEERING PRACTICAL TRAINING PRINCIPLES & RULES	Page Number 3/4
		Revision Date 13/04/2022

- c) Worker and machine management at the construction site (score sheet, site log book, surveillance book, various records of working machinery and equipment),
- d) Material entry to the construction site and material exit from the warehouse (warehouse records, waybills, etc.),
- e) Examination of employees in private or university laboratories doing research on civil engineering

The subjects given above and the construction site workers will be examined, the necessary notes will be kept and, if necessary, documented with photographs during the training and added to the Trainee's Report.

During the 2nd Practical Training, which is called "Office Practice",

- a) Discovery and quantity studies,
- b) Progress payments or preparation of final accounts,
- c) Design (architectural and static) applications,
- d) Examination of employees in private or university laboratories who are doing research on civil engineering.

The subjects given above and office work, will be examined, necessary notes will be kept and, if necessary, documented with photographs during the training and added to the Trainee's Report.

5.4. The student records the work he/she has done and the information he/she has gained during the training in his/her own handwriting in the Trainee's Report. The Trainee's Report electronic file is published and can be found on the Istanbul Okan University's Department of Civil Engineering website under Practical Training tab. The intern is in charge of printing and binding the Trainee's Report. Photographs taken during the practice should be attached to locations related to the subject described in the Trainee's Report. Each page of the report must be stamped and signed by the training institution or company officer/responsible architect or engineer.

5.5. Training documents can be prepared in either Turkish or English.

5.6. Practical Trainings can also be completed in other countries. If the Trainee's Report is not written in one of the above-mentioned languages, he/she must have it translated into Turkish by sworn offices and deliver it.


6. DELIVERY AND EVALUATION OF TRAINING DOCUMENTS

6.1. Students must submit the following documents within one month of the completion date of the training; students who complete their practices during summer must submit it to the Training Coordinator for signature within one month of the start date of the fall semester courses specified in the Istanbul Okan University Academic Calendar. The Trainee's Report will not be evaluated if it is not delivered on time. The training documents to be submitted consist of:

- a) Trainee's Report (bounded)
- b) Practical Training Evaluation Form (in a sealed envelope)

6.2. The Training Committee examines the Trainee's Report and its annexes, which are delivered on time within one month, and evaluates them by conducting an interview if necessary. The Training Committee accepts, rejects, or requests the report to be corrected based on evaluations.

6.3. The student whose Trainee's Report has been requested to be corrected must complete the requested correction within two weeks. Otherwise, the training will be rejected. The student's status is re-evaluated by the Training Committee at the end of this period. The training is accepted or rejected as a result of the correction. The rejected training is repeated under the same conditions given in this document.

 — ISTANBUL — OKAN UNIVERSITY	REPUBLIC OF TURKEY ISTANBUL OKAN UNIVERSITY FACULTY OF ENGINEERING AND NATURAL SCIENCES DEPARTMENT OF CIVIL ENGINEERING PRACTICAL TRAINING PRINCIPLES & RULES	Page Number 4/4
		Revision Date 13/04/2022

6.4. As a result of the Trainee’s Report examination, an investigation is opened against students who falsify the training documents and attached documents, who are determined to have prepared and delivered the Trainee’s Report even though they have not done any work, or who have copied and filled out the report exactly from other sources, within the framework of the University Disciplinary Procedures.

6.5. By the end of the semester following the training review, students who successfully complete their practical training responsibilities are notified in writing to the Dean’s Office at Faculty of Engineering and Natural Sciences.

7. STORING TRAINING DOCUMENTS

7.1. Training documents are kept at the Department Head's discretion until the end of the two year period following the student's graduation. Training documents that have outlived their retention period are destroyed in a manner determined by the Department Head.

8. OTHER PROVISIONS

8.1. The provisions of the Higher Education Institutions Student Disciplinary Regulations also take place during the practical trainings.

8.2. Istanbul Okan University is not responsible for the damages that the interns may cause due to their faults against the institutions/companies where they perform their practices.

8.3. These practical training principles & rules come into force on the date they are accepted by the Istanbul Okan University, Faculty of Engineering and Natural Sciences Administrative Board.