

ALTINBAŞ UNIVERSITY
CO-OP EDUCATION GUIDELINES

CHAPTER ONE

Purpose, Scope, and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Guideline is to regulate the conditions for students enrolled in all undergraduate programs at Altınbaş University to benefit from CO-OP (Cooperative Education), which combines industry experience with academic education, as well as the procedures and principles for its implementation.

Scope

ARTICLE 2- (1) This Directive applies to all undergraduate students enrolled at Altınbaş University.

Definitions

ARTICLE 3- (1) The terms used in this Guideline are defined as follows:

a) CO-OP: An abbreviation for "Cooperative Education," referring to an educational model in which students gain professional experience in the workplace parallel to their academic education,

b) CO-OP Student: A student who meets the conditions specified in this Directive and is enrolled in a CO-OP course.

c) CO-OP Course: An elective course approved by the University Board of Directors, covering at least 8 weeks (approximately 3 months) and at most 17 weeks (approximately 6 months) of full-time work,

d) CO-OP Unit: The unit established under the chairmanship of the relevant Vice Rector to manage and supervise CO-OP processes,

e) Partner Company (Contracting Firm): A workplace/institution that has signed a CO-OP protocol with the University and accepts students, is defined.

SECTION TWO

Application Requirements and Registration

Application Requirements

ARTICLE 4- (1) Application procedures are initiated online through the university system; the CO-OP unit assists in completing documentation and insurance entry-exit procedures.

(2) To take the CO-OP course, students must meet the following conditions and follow the procedures:

a) Students must be at least third-year students and have completed their fourth semester.

b) Students can start the CO-OP program in the Fall or Spring semesters after completing their 4th semester. Applications are open throughout the year. When a student finds a suitable workplace at the beginning of the semester, they can enroll in the program by selecting the CO-OP course for that semester.

c) After completing the CO-OP course registration and approval process, the student can immediately begin working at the workplace.

d) CO-OP applications must be completed by the dates specified before the start of the academic semester. Students who complete the application process on time and are approved by the CO-OP Unit can select the CO-OP elective course during the registration period. Students who do not complete the CO-OP application process on time or who cannot be matched with a suitable employer partner cannot select the CO-OP course. Students in this situation must select courses from the regular curriculum for the following semester.

e) Students Selecting the CO-OP Elective Course:

Students whose department curriculum includes a mandatory internship may combine their mandatory internship with CO-OP. This allows them to complete part of their mandatory internship period at the same workplace as part of the CO-OP course. These students are also required to complete their faculty's mandatory internship paperwork and submit it to their faculty.

Students whose department curriculum does not include a mandatory internship may apply directly for the CO-OP course.

ARTICLE 5- (1) The CO-OP course is offered in the Fall and Spring semesters. If the student finds a workplace during the semester, they can complete the CO-OP course registration process no later than the add/drop week, provided that they obtain the approval of the CO-OP Unit and the academic approval of the relevant faculty. After this registration, the student will not be held responsible for the other courses they have dropped.

(2) Based on the recommendation of the relevant Faculty, the lower and upper limits determined by the University Senate, ranging from a minimum of 5 to a maximum of 15 ECTS credits, are applied to the CO-OP course as ECTS values.

(3) Students who take and successfully complete the CO-OP course are deemed to have earned the ECTS value and the corresponding credit category rights as determined and announced by their own faculty.

(4) Applications must be completed during the semester; retroactive applications are not accepted.

Internship Location and Process Management

ARTICLE 6-(1) Students may find their own internship location or benefit from the guidance of the CO-OP Unit.

(2) If the workplace found by the student is evaluated and deemed suitable by the CO-OP Unit, a "Bilateral Protocol" is signed between the University and the Business Partner before the semester begins. One copy of the protocol is kept by the CO-OP Unit, and one copy is kept by the Business Partner.

(3) The CO-OP placement process is planned in accordance with the academic calendar. The deadline for applications for students to be placed by the CO-OP Unit is set as the end of July for the Fall semester and the end of December for the Spring semester. **However, applications for workplaces found by the student themselves may be accepted throughout the year.**

SECTION THREE

Implementation, Evaluation, and Responsibilities

CO-OP Process and Evaluation

ARTICLE 7- (1) CO-OP training is conducted full-time for a minimum of 8 weeks and a maximum of 17 weeks.

(2) The CO-OP Unit manages communication between the student and the workplace during the term.

(3) At the end of the semester, the student's success status is determined based on the workplace performance evaluation (50%) and the CO-OP advisor's evaluation (50%). Departments may use alternative evaluation systems (e.g., Pass (P) / Fail (F)) if they deem it necessary.

(4) Each department determines whether to consider multiple internships/co-op experiences corresponding to the same employer during the relevant term.

Responsibilities

ARTICLE 8-

(1) CO-OP Unit: Signs protocols with employers, coordinates the process, monitors compliance, assigns student advisors, and tracks the overall process for students.

(2) Faculty: Is responsible for accepting and approving the internship documents of students who integrate their mandatory internship with CO-OP, approving previously completed internships, and officially communicating the list of elective courses for which students will be exempt from the CO-OP course to the CO-OP Unit and Student Affairs. On behalf of the university administration, it is responsible for paying the insurance premiums of students participating in CO-OP.

(3) Student: The student is responsible for complying with all workplace rules, adhering to working hours, and fulfilling all documentation obligations of the CO-OP Unit and faculty in a timely manner.

(4) Employer: The employer is responsible for providing the student with occupational health and safety training, registering them for social security, paying their wages in accordance with Article 25 of Law No. 3308, and regularly evaluating the student's performance and reporting to the CO-OP Unit at the end of the process.

FOURTH SECTION

Enforcement

ARTICLE 9- (1) This Directive shall enter into force on the date it is approved by the Altınbaş University Senate.

Transitional Provision 1: With the adoption of this guideline, faculty and/or program-specific CO-OP guidelines shall be deemed to have been repealed.

Scope of Responsibility	Faculty	CO-OP Unit
Internship Approval	Approves previously completed internships and mandatory internship documents.	Accepts and records approved documents.
Academic Exemption	<p>Determines and announces which elective courses students are exempt from.</p> <p>Implements the exemption list and coordinates with student affairs.</p> <p>Determines the ECTS amount of the course.</p>	
Process Management	Checks the student's academic eligibility (ECTS, GPA).	Manages student-workplace matching, protocol, insurance, and the overall process. (The process from application to the start of the academic term)
Evaluation	For students completing their mandatory internship under the CO-OP program, the internship evaluation files are reviewed and graded by a faculty member from the relevant department, the department CO-OP coordinator, and the university CO-OP coordinator.	Student performance file and signature checks are performed.

Decisions Regarding the Implementation of the Guidelines

Relevant Committee	Decision Date	Decision Number
Senate	November 28, 2025	2025/12
Board of Trustees	November 28, 2025	2025/28
Decisions Taken Regarding Amendments to the Directive		
Relevant Committee	Date of Decision	Decision Number