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ÜNİVERSİTESİ
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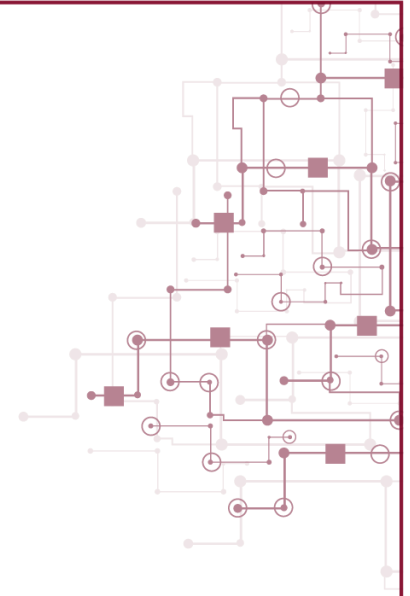
OSTİM TEKNİK
ÜNİVERSİTESİ
A N K A R A

OSTİM TECHNICAL UNIVERSITY FACULTY
OF ENGINEERING
WORKPLACE
TRAINING/PRACTICE/EXPERIENCE
GUIDE

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IMPORTANT INFORMATIONS

- Ostim Technical University's applied education model consists of three stages: "Workplace Training, Workplace Practice 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 Training / Practice / Experience" is included in the course. For this reason, students receive visa and final grades from their patrons and advisors who are responsible for them at their workplaces.
- Summer internship application is not carried out at Ostim Technical University.

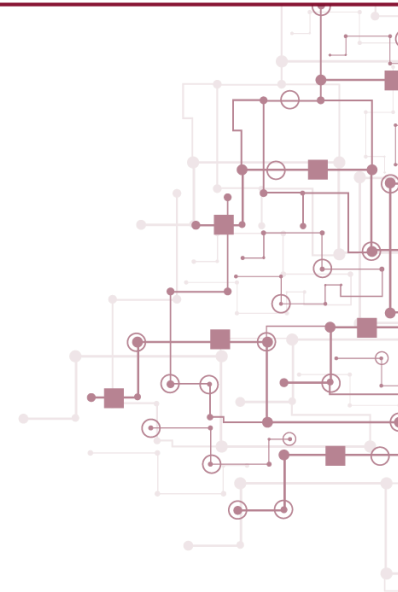


COURSE CODES BY SEMESTER

SEMESTER	COURSE CODE	COURSE NAME	APPLICATION TIME
2	WED 124	Workplace Education	15 working days (3 Weeks)
3	WAP 225	Workplace Application I	15 working days (3 Weeks)
4	WAP 226	Workplace Application II	15 working days (3 Weeks)
5	WAP 325	Workplace Application III	15 working days (3 Weeks)
6	WEX 326	Workplace Experience I	15 working days (3 Weeks)
7	WEX 425	Workplace Experience II	15 working days (3 Weeks)
8	WEX 426	Workplace Experience III	3 months

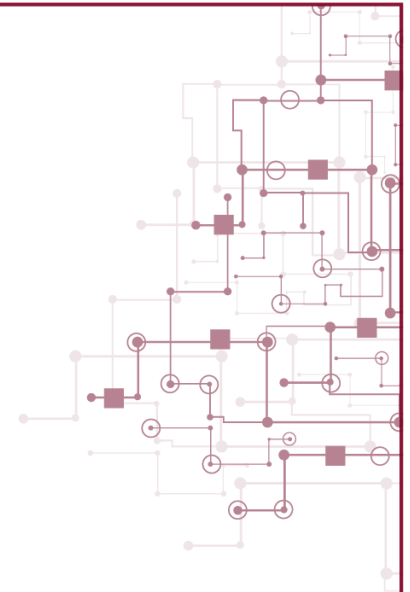
APPLICATION RULES

- After completing the company assignment process, students start working in the relevant company.
- Students are required to inform the workplace responsible 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 filled by students and workplace managers during the Workplace Training / Practice / Experience. Relevant documents are as follows:
 1. Daily Attendance Schedule (To be taken as daily check-in via Exery Application.)
There is an 80% attendance requirement.
 2. End of Term Evaluation Form
 3. Report Book (may vary according to departments.)
 4. Absence 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.)



CONTENT OF WORKPLACE TRAINING / APPLICATION/ EXPERIENCE COURSES

- ❑ Within the scope of the program, students
- ❑ 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 Training Final Control Form and Report book are common for all departments.
- ❑ All documents for which the student is responsible will be uploaded to the Exergy application. You can download the application from "Play Store" or "App Store".
- ❑ THE MENTOR EVALUATION REPORT WITH THE MENTOR GRADE WILL BE UPLOADED TO THE SYSTEM BY THE MENTOR. THE STUDENT IS ABSOLUTELY PROHIBITED TO SEE THIS DOCUMENT.



FREQUENTLY ASKED QUESTIONS

- How is the process of assigning students to companies progressing?
The assignment of students to companies is carried out by the relevant department teachers.
- Are students finding companies?
The companies are located by Ostim Technical University.
- I don't want to go to the company I was assigned by the school, can I go to the company I want?
A student can go to a company if dec advisor's teacher gives his approval, if he signs a protocol that must be signed between the company he wants to go to and the school.