

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

VOCATIONAL TRAINING IN BUSINESS AND VOLUNTARY INTERNSHIP PRACTICE

- Click on the link below to access all the directives regarding Vocational Training and Optional Internship Practices for Istanbul Gedik University Management Information Systems Department:

All Guidelines:

<https://kms.kaysis.gov.tr/Home/Kurum/71457743>

Directive on Vocational Training in Business and Optional Internship Practice:

<https://kms.kaysis.gov.tr/Home/Goster/183188>

VOCATIONAL TRAINING IN BUSINESS

- The Vocational Training in Business applied in Istanbul Gedik University Department of Management Information Systems is an application that aims to combine students' theoretical knowledge with practice.
- According to the 8-semester education plan of Istanbul Gedik University Management Information Systems Department;

1. Students enrolled in the department can choose to do Vocational Training in Business when they reach the 7th semester.

2. Students enrolled in the department can choose to do Vocational Education in Business when they come to the 8th semester.

3. If the student enrolled in the department prefers, he / she can choose to do Vocational Training in the Enterprise without choosing theoretical courses both in the 7th semester and in the 8th semester.

4. 7th semester 'Vocational Training in the Enterprise I' is the elective education of the student registered to the department. Information about the application is as follows;

Code	Course Name	E/O	T	I	C	ECTS
YBS498	İşletmede Mesleki Eğitim I	E	1	0	15	30

5. 8th semester 'Vocational Training in the Enterprise II' is an elective education for the student enrolled in the department. Information about the application is as follows;

Code	Course Name	E/O	T	I	C	ECTS
YBS499	İşletmede Mesleki Eğitim II	E	1	0	15	30

6. In the 7th and 8th semester, depending on the preference, students can be exempted from all other courses in the 7th and 8th semester curriculum by enrolling in 'YBS498 Vocational Training in Business I' and 'YBS499 Vocational Training in Business II' courses with 15 credits and 30 ECTS.

7. Students who prefer to do vocational training in the enterprise cannot take another course in the same semester.

8. Students cannot participate in Vocational Training at the Enterprise if they have a course or courses from the lower grades in the relevant period in which Vocational Training at the Enterprise will be carried out. However, while students are receiving Vocational Training at the Enterprise, they can attend the exams by taking permission from the enterprise during the exam periods so as not to exceed the maximum ECTS value that can be taken in a period.

9. Students can do their Vocational Education at the Enterprise in the workplaces where a protocol is made by the Vocational Education at the Enterprise Department Commission or in the places they will determine themselves by obtaining the approval of the Vocational Education at the Enterprise Department Commission. Vocational Training at the Enterprise of students who do Vocational Training at the Enterprise in places where approval is not obtained is deemed invalid.

10. Optional internships are not counted as Vocational Training at the Enterprise.

11. Students who fail the Vocational Training Practicum at Enterprise course are not given the right to make-up and single course exams. They can take the Vocational Training Practicum at Enterprise course again from the following semester. Vocational Training Practicum at the Enterprise is not carried out in the summer term.

- Students can visit the following website for Vocational Training at the Enterprise;
<https://www.gedik.edu.tr/ogrenciler/kayitli-ogrenciler/isletmede-mesleki-egitim>
- The Work Flow Chart created for Istanbul Gedik University Vocational Education in Business is presented below:

Workflow Process	Responsible	Documents
<p>The application is made to the Department / Programme Heads with the relevant forms and documents within the periods specified in the Academic Calendar and Vocational Education Announcements.</p>	Student	F.FR.49 Vocational Training Unemployment Fund Contribution Information Form, F.FR.48 Vocational Training Attendance Tracking Form F.FR.50 Vocational Training at the Enterprise SSI Commitment Form (2 pieces), F.FR.47 Vocational Education Information Form, Identity Photocopy
<p>After the applications are evaluated by the relevant Department / Programme Heads, the student is informed and the prepared documents are received.</p>	Department/Programme Presidency	F.FR.49 Vocational Education Unemployment Fund Contribution Information Form, F.FR.48 Vocational Training Attendance Tracking Form F.FR.50 Vocational Training at the Enterprise SSI Commitment Form (2 pieces), F.FR.47 Vocational Training Information Form, Identity Photocopy
<p>The documents that must be given to the protocol business are delivered to the student.</p>	Department/Programme Presidency	F.FR.50 Vocational Training at the Enterprise SSI Commitment Form, F.FR.47 Vocational Training Information Form F.FR.49 Vocational Training Unemployment Fund Contribution Information Form
<p>The documents received from the student are submitted to the directorate.</p>	Department/Programme Presidency	F.FR.50 Vocational Training at the Enterprise SSI Commitment Form, Identity Photocopy, Vocational Training Student List
<p>The student's vocational training insurance procedures are initiated.</p>	Internship and Career Unit Coordinatorship	Identity Photocopy, F.FR.50 Vocational Training at the Enterprise SSI Commitment Form Vocational Training Student List
<p>Documents are received from the student after vocational training.</p>	Department/Programme Presidency	F.FR.47 Vocational Training Information Form F.FR.48 Vocational Training Attendance Tracking Form F.FR.46 Vocational Training Application Book, 2 photos F.FR.49 Vocational Education Unemployment Fund Contribution Information Form,
<p>After the decision of the Department Internship Commission is taken, the documents are submitted to the Internship</p>	Internship and Career Unit Coordinatorship	F.FR.47 Vocational Education Information Form, F.FR.46 Vocational Training Application Book, F.FR.49 Vocational Training Unemployment Fund Contribution Information Form,
<p>The documents of the students who receive remuneration are forwarded to the Personnel Department.</p>	Dean's Office/Directorate	F.FR.49 Vocational Training Unemployment Fund Contribution Information Form, Receipt, Student List
<p>Board of Directors Decision is taken.</p>	Student Affairs Department	F.FR.47 Vocational Education Information Form, Vocational Training Admission List
<p>The student's vocational training result is recorded in the transcript by the Student Affairs Department.</p>		

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ADDITIONAL INFORMATION: The documents and forms required for Vocational Training in Business and Optional Internship Application can be accessed from the link below:

<https://bilgi.gedik.edu.tr/belge-ve-formlar>