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| **RESPONSIBLES** | **WORKFLOW** | **ACTIVITY/ DESCRIPTION** | **DOCUMENT / LINK** |
| Student | Carefully read the files of Faculty of Economics and Administrative Sciences Practical Training Course Directive and the Practical Training Course Prerequisites. | The student must first check whether he/she is eligible to take the Practical Training Course with the help of the relevant documents. | FEAS  Practical Training Course Directive  LINK  Practical Training Course Prerequisites  LINK |
| Student | Carefully read the file of Suitable Institutions for Practical Training.  Find the institution where you will take Practical Training. | The student is responsible for finding the institution where he/she will take practical training. | Suitable Institutions for Practical Training  LINK |
| Student | Fill in the Practical Training Application and Acceptance Form on the computer and print out 3 copies. Put your own signature. Then get the signatures of the Responsible Instructor, Institution Official, Department Practical Training Coordinator, and the Department Head respectively. Finally, leave the document to the Department Practical Training Coordinator to initiate your Social Security Institution procedures. | The student fills in the Practical Training Application and Acceptance Form on the computer and has the relevant parties sign the document. | Practical Training Application and Acceptance Form  LINK |
| Departmental Practical Training Coordinatorship | Contact the relevant departments to initiate the Social Security Institution procedures of the student who will receive Practical Training. When the Social Security Institution procedures are completed, ensure that the signatures for the Social Security Institution Entry Approval of the Practical Training Application and Acceptance Form are completed. | The insurance procedures of the student are carried out by the relevant departments of the university. |  |
| Student | Receive 2 copies of the completed Practical Training Application and Acceptance Forms from the Departmental Practical Training Coordinatorship and deliver the other copy to the Practical Training Institution Official, leaving 1 copy for yourself. | The student, whose insurance procedures are completed, submits the signed Practical Training and Application Forms to the relevant units. |  |
| Departmental Practical Training Coordinatorship | Print out 2 copies of the Practical Training Program Protocol and forward it to the institution responsible after the signatures of the student, responsible instructor, department coordinator and department head are completed. | The Departmental Practical Training Coordinatorship forwards the Practical Training Protocol to the institution official after the internal signatures are completed. | Practical Training Program Protocol  LİNK |
| Practical Training Institution Official | After carefully reading and signing the Practical Training Program Protocol, 1 copy will remain in your institution and the other copy will be sent to the Department Practical Training Coordinator. | The Practical Training Institution Official signs the Practical Training Program Protocol and sends it to the Department Practical Training Coordinator | Practical Training Program Protocol  LİNK |
| Departmental Practical Training Coordinatorship  Student | Submit the Practical Training Student Attendance Sheet and the Practical Training Institution Official Evaluation Form both electronically and in hard copy, by the student, to the Practical Training Institution Official. | Departmental Practical Training Coordinatorship submits the forms required to be filled in throughout practical training to the institution official. | Practical Training Student Attendance Sheet  LINK  Practical Training Institution Official Evaluation Form LINK |
| Practical Training Institution Official | Fill in the Practical Training Student Attendance Sheet submitted by Departmental Practical Training Coordinatorship daily throughout practical training. | Institution official fills in the Practical Training Student Attendance Sheet daily throughout the practical training. | Practical Training Student Attendance Sheet  LINK |
| Student | After printing the Practical Training Notebook, fill in it throughout practical training and get it signed by the parties mentioned on the relevant page | Student fills in the Practical Training Notebook and get it signed by the relevant parties in the institution. | Practical Training Notebook  LINK |
| Responsible Instructor | Control the activities of the student being trained throughout practical training and fill in the Responsible Instructor Control Form. | Responsible instructor controls the activities of the student being trained throughout practical training. | Responsible Instructor Control Form  LİNK |
| Practical Training Institution Official | At the end of Practical Training, fill in the Practical Training Institution Official Evaluation Form. Put the form with Practical Training Student Attendance Sheet into an envelope, which is then sealed and stamped. Submit it to the responsible instructor. | Practical training institution official fills in the Evaluation Form at the end of practical training and submits it to the responsible instructor. | Practical Training Institution Official Evaluation Form LINK |
| Student | Submit the Practical Training Notebook both as electronically and in hard copy to the responsible instructor at the end of practical training, at the latest by the end of the first week of the final examinations, as announced on the academic calendar. | The student submits the Practical Training Notebook to the responsible instructor within the period given | Practical Training Notebook  LINK |
| Responsible Instructor | Fill in the Practical Training Responsible Instructor Evaluation Form the end of Practical Training.  Form a jury consisting of you and at least 2 instructors from the relevant department to evaluate the student. | The responsible instructor fills in the Practical Training Responsible Instructor Evaluation Form at the end of practical training. | Practical Training Responsible Instructor Evaluation Form LINK |
| Student | Make a presentation about your practical training in front of the jury formed by the responsible instructor. | The student presents the practical training presentation to the jury. |  |
| Presentation Evaluation Judge | After the student's presentation, fill in the Judge Evaluation Form for the Presentation on Practical Training. | The judge fills in the Judge Evaluation Form for the Presentation on Practical Training after the student’s presentation. | Judge Evaluation Form for the Presentation on Practical Training  LINK |
| Responsible Instructor | At the end of Practical Training, evaluate all the relevant reports and forms according to the FEAS Practical Training Course Directive and Practical Training Assessment and Evaluation Criteria. Then, assign a grade to the student and post it to the system. | Responsible instructor assigns a grade to the student and post it to the system. | FEAS Practical Training Training Course Directive  LINK  Practical Training Assessment and Evaluation Criteria  LINK |