

What is CO-OP?

"CO-OP" (Cooperative Education) is an education model based on university - business world cooperation and requires the student to work in a company or institution during undergraduate education. The aim is to integrate theoretical education and working life. Students who prepare for working life with CO-OP education minimize the learning time in the workplace after graduation.

What are the benefits of CO-OP for students?

- They have the opportunity to apply what they learn in the classroom in the field.
- Deepen their professional experience, perception and awareness.
- Create their career and life plans and clarify their goals after graduation.
- They can find the opportunity to continue working in the institution they work in after graduation.
- They improve their interview and negotiation techniques through continuous and real business communication and acquire a vision.

Their self-confidence increases, they improve their ability to express themselves.

- Improve their organizational and time management skills.
- Start earning income while they are still students and increase their financial awareness.
- Acquire a professional identity and business card while still a student.
- Build a good network with sectoral connections.
- They write one year of professional work experience and real experience details on their CVs.

-Unlike other graduates; they start their professional life with the advantage of having both a prestigious diploma and professional experience in a quality institution.

Who is a CO-OP Student?

CO-OP Student; is a student who has taken all the courses he / she has to take in his / her department, has a GPA of 2.00 and has a maximum of five (5) courses left to complete his / her course obligation, provided that he / she does not have to continue from the bottom.

When does the CO-OP period start?

The CO-OP period is basically the 8th semester in the Course Plan. However, students who do not meet the necessary requirements can take this training in any subsequent semester. CO-OP education cannot be done during the summer months.

Can everyone do CO-OP?

Not every student who is in the eighth semester of their senior year in the relevant departments can do CO-OP training. Only students who meet the "CO-OP Student" requirements can start this program.

When does the application process for CO-OP education start and end?

According to the academic calendar, it starts two weeks before the end of the courses and ends with the end of the courses.

What is the duration of CO-OP education?

CO-OP training is a continuous study in a single company/institution and its duration is 14 weeks (one semester).

What is the CO-OP Supervisory Board (CO-OP DEK) and what does it do?

The CO-OP Supervisory Board is a board established by the relevant Dean's Office to coordinate and supervise the implementation of CO-OP education and performs the following tasks:

- Provides coordination between the university, business/institution, department and student.
- Creates customizations and revisions in protocols suitable for departments, companies and fields.
- Makes academic program, course and content recommendations according to the needs and demands of the industries.
- Provides consultancy services for students to create their career goals in accordance with their abilities and the needs of the business world.
- Provides information to institutions about the academic programs of the university.
- When necessary, reviews the program and especially the applications, identifies problems and recommends changes to the Dean.
- Identifies and lists the companies/institutions where CO-OP Education can be done in Turkey/abroad, primarily in Gaziantep, and constantly updates and announces them on the Web Page.

In which companies/institutions and organizations can CO-OP Training be conducted?

Medium and large-scale companies with which an agreement has already been made or companies proposed by the student and deemed appropriate by the CO-OP WEC board

-Headquarters, regional directorates and branches of banks (public and private).

-Ministries, public institutions and organizations, municipalities, chambers of commerce and industry, stock exchanges, exporters' associations, chambers of industry, etc.

-Banking Regulation and Supervision Agency (BRSA), Savings Deposit Insurance Fund (SDIF), Capital Markets Board (CMB), Undersecretariats, Competition Board, Borsa Istanbul (BIST), etc.

What is ADEK?

ADEK is the accredited companies or institutions determined by the University where students can do their CO-OP training.

How does the CO-OP Program work?

"CO-OP students" enroll in the Applied Training in Industry (ENUYE) course coded İKT400 for the Department of Economics, İŞL400 for the Department of Business Administration and UTL400 for the Department of International Trade and Logistics during the course registration of the first semester after they gain this title.

CO-OP students fill out the relevant forms (Student Preference Form) on the faculty's web page and make 5 ADEK preferences within the periods specified in the Academic Calendar. CO-OP Students apply to the Faculty Secretariat with the relevant forms. The placement process is carried out within the framework of the principles determined by CO-OP WEC and the demands and conditions of companies or institutions. CO-OP students who cannot be placed in the first preference are given a new preference.

In order to monitor and evaluate the success of the CO-OP student, the Head of the Department appoints a faculty member from the department as a CO-OP advisor for each student.

At the end of the CO-OP education, the student is given one of the letter grades defined in Hasan Kalyoncu University Associate and Undergraduate Education and Examination Regulations by the CO-OP advisor. The CO-OP student who receives at least DD is considered successful.

Can CO-OP education be repeated?

Students who do not get at least DD letter grade must repeat the CO-OP training. Whether the repetition will be done in the same company / institution

or in another one is decided by CO-OP WEC by taking the opinion of the advisor faculty member.

Will there be an extra fee due to CO-OP education?

CO-OP Program is included in the normal school period and there is no extra fee. Students who cannot graduate in the normal education period continue to pay fees. Scholarship students who extend their education period also start to pay fees.

Will the CO-OP student's education period be extended?

If the student does not meet the requirements of a CO-OP student when he/she reaches the spring semester of his/her senior year, he/she cannot receive the education in question until the semester in which he/she fulfills these requirements. For this reason, the education period may be extended.

Will students be paid a salary during CO-OP?

It is at the discretion of the relevant company/institution whether the students who start working in companies for CO-OP training will be paid or not. However, during this training, the company/institution or the University covers the insurance expenses.

Where can CO-OP training take place?

CO-OP training can only be done in accredited companies/institutions (ADEK) determined by CO-OP WEC and a protocol is signed with them, both in Turkey and abroad.

Which conditions must be met in order to conduct CO-OP abroad?

There are no special requirements for this; anyone who meets the CO-OP Student requirements can receive the training in a company/institution abroad that is within the scope of ADEK.

Does CO-OP require any preliminary preparation?

The student who will do CO-OP will be prepared by CO-OP WEC in terms of CV preparation, what to do in the interview, etc.

Will CO-OP DEK or the company choose the CO-OP trainees?

Students make their company or institution preferences; CO-OP DEK prepares the student until the interview stage and directs them to the company. The selection of candidates and interviews are conducted by the company.

How long is the CO-OP Student's right of absence?

The CO-OP Student can be absent for a maximum of 10% of the working days due to a valid excuse (health problem and taking the midterm and final exams of the courses taken during the CO-OP period).

When do students who freeze their enrollment start CO-OP education?

A student who freezes his/her enrollment due to a valid excuse before the start of the CO-OP semester can take CO-OP education in the following semester.

When can students take CO-OP after Summer School?

Students who qualify as CO-OP Students with the courses they will take in Summer School can start CO-OP education in the following Fall semester.