



Istanbul
GEDİK
University

Istanbul Gedik University

Faculty of Engineering

Department of Mechatronics Engineering

Principles and Processes of Vocational Training in Business (VTB)

What Is VTB and General Principles?

Definition

It is a training model in which undergraduate students undertake their theoretical studies at the university and their practical skills training at enterprises in the sector.

Semester and ECTS

Students may choose this option in the 8th semester in order to obtain their bachelor's degree (30 ECTS).

Course Exemption

Students who choose to undertake Vocational Training in Business (VTB) are exempt from elective courses in the 8th semester and cannot take any other courses during the same term.

Placement Requirement

Participation in the cooperative education scheme does not exempt students from summer placements; compulsory summer placements must still be completed separately.

Application Requirements

Academic Criteria

Academic Achievement

The student's cumulative grade point average (CGPA) for the semester in which the application is made must be at least 2.00.

Exception

Lower-level modules that remain outstanding and do not require attendance (i.e. only the examination must be taken) may be taken alongside the VTB semester, provided the student has completed at least one industrial internship (30 working days).

Attendance Requirement

Students who have any outstanding lower-level modules with compulsory attendance are not eligible to participate in the VTB placement.

Work Schedule and Attendance Rules

Weekly Working Pattern

VTB is carried out continuously during working hours for at least 5 working days per week.

Medical Certificate

In the event of illness, an official medical certificate must be obtained. If the certificate period exceeds 20% of the total duration, the VTB period will be extended by the number of days exceeded.

Cancellation Condition

If the total number of days taken as leave exceeds 20% of the VTB period or unauthorised/unauthorised absence occurs for more than 3 consecutive days, the VTB placement will be cancelled.

Practical Training e-Exemption Application

1. Legal Requirement

- **Foreign students** are required to obtain a Work Permit Exemption Certificate prior to all mandatory practical training activities (internship, workplace training, etc.) to be **carried out in Turkey**.
- Applications must be submitted individually via the e-Muafiyet portal.

2. Early Application Notice

- Applications must be submitted at least 30–45 days in advance due to approval and shipping processes.
- Delays may prevent the start of your practical training/education.

3. Access and Information

- Portal: emuafiyet.csgeb.gov.tr
- Guide: [Application Guide](#)

1st Stage: VTB Application Process

Timing

The student must prepare and submit the forms no earlier than 1 month before and no later than 5 working days before starting the VTB.

- [Vocational Training Application Form \(F.FR.51\)](#)
- [VTB Unemployment Fund Contribution Information Form \(F.FR.49\)](#)
- [VTB SGK Commitment Form \(F.FR.50\)](#)
- Work Permit Exemption Form*

- *Work Permit Exemption Form is only required for the foreigner students who will make their internship in Turkey.*



Submission Application Documents

Email Submission Information

Recipient: mekatronik.muhendisligi@gedik.edu.tr

Subject: VTB Application Documents

E-Mail Text: As a student numbered [Student Number] and named [Full Name], from the Mechatronics Engineering Department of Istanbul Gedik University Faculty of Engineering, I am submitting my VTB application documents.

* Both hand delivery and digital submission are required.

VTB Process and Logbook Writing Rules

VTB Logbook

The official template on the university website (F.FR.46) must be prepared on a computer (Times New Roman, 12-point) or by hand.

Approval Process

Every page of the report must be signed and stamped by the workplace supervisor, and the first page of each section must bear the signature and official seal of the workplace manager.

Content

It should include institution-specific descriptions and practical work carried out, while avoiding basic literature information.

2nd Stage: VTB Completion Process

[VTB Application Logbook \(F.FR.46\)](#)

Approved by the workplace.

[VTB Student Satisfaction Survey Form \(F.FR.56\)](#)

Completed by the student.

Items to Be Submitted in a Sealed and Stamped Envelope

Filled by the workplace representative.

- [VTB Evaluation Form \(F.FR.83\)](#)
- [VTB Attendance Follow up and Disciplinary Legislation Compliance Form \(F.FR.48\)](#)
- [VTB Workplace Satisfaction Survey Form \(F.FR.55\)](#)



Submission of Completion Documents

Email Submission Information

Recipient: mekatronik.muhendisligi@gedik.edu.tr

Subject: VTB Completion Documents

E-Mail Text: As a student numbered [Student Number] and named [Full Name], from the Mechatronics Engineering Department of Istanbul Gedik University Faculty of Engineering, I am submitting my VTB completion documents.

* Both hand delivery and digital submission are required.

* Along with the in-person submission, the logbook and surveys must be scanned and sent by e-mail. The digital submission for the completion process will only be made for the 'VTB Application Logbook' and the 'VTB Student Satisfaction Survey Form'.

Evaluation and Ethical Principles

Artificial Intelligence and Plagiarism Prohibition

If any copied content or use of artificial intelligence is detected at any stage of the report, the entire process will be deemed invalid.

Calculation of the Pass Mark

The pass mark for the VTB course is calculated by taking 50% of the Department Commission Assessment and 50% of the Workplace Assessment. Students whose pass mark is below 55 out of 100 are deemed to have failed.

Thanks.

www.gedik.edu.tr