**WOKPLACE INTERNSHIP CONTRACT FORM 4**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | | | | | | | | | REPUBLIC OF TURKEY  PRESIDENCY OF GİRESUN UNIVERSITY  DEANERY OF ENGINEERING FACULTY  …………..…….. Engineering Department | | | | | | | | | | | | | | | | | | | | | | | | | | PHOTO | | | | | | | |
| **STUDENT** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name and Surname | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Department | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student Number | | | | | | | | |  | | | | | | | | | | | | | Academic Year | | | | | | | | |  | | | | | | | | | | | |
| E-mail Address | | | | | | | | |  | | | | | | | | | | | | | Telephone Number | | | | | | | | |  | | | | | | | | | | | |
| Residence Address | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **INTERNSHIP WORKPLACE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Production/Service Area | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **BANK IBAN NO OF EMPLOYER**  **(It must be the same as the IBAN No on the fee receipt paid to the student, otherwise the business cannot be paid)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Telephone Number | | | | | | | | |  | | | | | | | | | | | | | Fax Number | | | | | | | | | |  | | | | | | | | | | |
| E-mail Address | | | | | | | | |  | | | | | | | | | | | | | **Number of Employees** | | | | | | | | | |  | | | | | | | | | | |
| **STAJIN** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Starting Date | | | | | |  | | | | | | | | | | Ending Date | | | | | | | |  | | | | | | | | | | | Time | | |  | | | | |
| Internship Dates | | | | Monday | | | | | | | Tuesday | | | | | | | Wednesday | | | | | | | | Thursday | | | | | | Friday | | | | | | | | Saturday | | |
|  | | | | | | |  | | | | | | |  | | | | | | | |  | | | | | |  | | | | | | | |  | | |
| **EMPLOYER OR AUTHORIZED** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name and Surname | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | Date, Signature and Stamp | | | | | | | | | | |
| Title | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| E-mail Address | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| SSI Registration Number of Employer | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| **STUDENT** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | |  | | | | | | | | | | | Registered Province | | | | | | | | | | | | | |  | | | | | | | | |
| Surname | | | | | | | | |  | | | | | | | | | | | District | | | | | | | | | | | | | |  | | | | | | | | |
| Father’s Name | | | | | | | | |  | | | | | | | | | | | Neighborhood/Village | | | | | | | | | | | | | |  | | | | | | | | |
| Mother’s Name | | | | | | | | |  | | | | | | | | | | | Volume No. | | | | | | | | | | | | | |  | | | | | | | | |
| Place of Birth | | | | | | | | |  | | | | | | | | | | | Family Serial No. | | | | | | | | | | | | | |  | | | | | | | | |
| Date of Birth | | | | | | | | |  | | | | | | | | | | | Individual Registration No. | | | | | | | | | | | | | |  | | | | | | | | |
| FNNumber | | | | | | | | |  | | | | | | | | | | | Issuing Registry Office | | | | | | | | | | | | | |  | | | | | | | | |
| Serial Number | | | | | | | | |  | | | | | | | | | | | Reason of Issue | | | | | | | | | | | | | |  | | | | | | | | |
| SSI Number | | | | | | | | |  | | | | | | | | | | | Issue Date | | | | | | | | | | | | | |  | | | | | | | | |

**Signature**

**Head of Department Internship Commission**

**REPUBLIC OF TURKEY**

**GİRESUN UNİVERSİTY**

**ENGINEERING FACULTY**

**WORKPLACE INTERNSHIP CONTRACT**

**GENERAL RULES**

**ARTICLE 1-** This contract is signed between the Faculty Dean's Office, the employer and the student in order to regulate the principles of workplace internship to be carried out by the students of the vocational and technical education program in accordance with the Vocational Education Law No. 3308.

**ARTICLE 2-** One copy of this agreement, which is prepared in three copies and signed by the parties, is at the Faculty Dean's Office, one copy is in the business and one copy is in the student.

**ARTICLE 3-** Workplace internship in enterprises is planned and carried out according to Giresun University academic calendar.

**ARTICLE 4-** Workplace internship in enterprises is carried out in accordance with the provisions of Giresun University Student Internship Regulation, Internship Directive of the relevant unit and Vocational Education Law No. 3308.

**ARTICLE 5-** This agreement, signed by the parties to enter into force as of the start of the internship in accordance with the Giresun University academic calendar, is valid until the date when the students complete their workplace internship.

**TERMINATION OF THE AGREEMENT**

**ARTICLE 6-** The contract:

1. Closure of the workplace for various reasons,
2. If the owner of the workplace changes, the new workplace cannot continue the same profession/production,
3. The contract is terminated as long as the students are suspended in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulation or if they are dismissed by expulsion.

**FEES AND PERMISSION**

**ARTICLE 7-** According to the first paragraph of Article 25 of the Law No. 3308, as long as the workplace education continues in the enterprises**, the fee to be paid to the student is exempt from all kinds of taxes and to the student as workplace and state contribution; After subtracting the Minimum Living Allowance from the net amount of the minimum wage, at least 30% of the remaining amount is paid by the private company as the monthly internship fee, and the following rates of this paid amount are then paid by our university as a state contribution to the private institution/company where the internship is done.**

|  |  |  |
| --- | --- | --- |
| **NUMBER OF EMPLOYEES** | **GOVERNMENT CONTRIBUTION**  **(As of the year, 30% of the remaining part after deducting the “Minimum Living Allowance” from the net amount of the minimum wage.)** | **EMPLOYER’S SHARE**  **(As of the year, 30% of the remaining part after deducting the “Minimum Living Allowance” from the net amount of the minimum wage.)** |
| More than 20 | 1/3 | 2/3 |
| Less than 20 | 2/3 | 1/3 |

Students who are subject to internship training in higher education institutions in accordance with the provision in the 7th paragraph of the 4th article of the "Procedures and Principles Regarding the Compensation of a Part of the Wages of the Students who receive Vocational Education in Businesses from the Unemployment Fund according to the Vocational Education Law No. 3308, which was signed and entered into force on 10.02.2017. By transferring funds from the Unemployment Fund to the enterprises they have done their internship for; The provision that two thirds of the wage to be paid by employers to students for enterprises employing less than twenty personnel and one third for enterprises employing twenty or more personnel shall be paid as State contribution from the amount allocated for sub-paragraph (h) of paragraph (b) of the third paragraph of Article 53 of the Unemployment Insurance Law No. 4447. being taken under; In case of submitting the necessary documents to the relevant higher education institution, **these amounts,will be paid to the business accounts by the higher education unit**.

**MADDE 8-** Students are required to fulfill the attendance requirement in the Internship Directive of their unit.

**INSURANCE**

**ARTICLE 9- Work accident and occupational disease insurance** (according to subparagraph (a) of the first paragraph of Article 4 of the Social Security Law No. 5510) **is provided by the Faculty Dean, as long as the students continue their internship at the enterprises after the conclusion of this contract.**

**ARTICLE 10-** Insurance premiums to be paid by the Faculty Dean's Office are paid to the Social Security Institution or transferred to the account of this Institution, according to the rates determined by the Social Security Institution.

**ARTICLE 11-** Documents related to insurance and premium payment are kept by the Faculty Dean.

**DISCIPLINE, ATTENDANCE AND SUCCESS STATUS OF THE STUDENT**

**ARTICLE 12-** Students have to attend businesses for workplace internship. Students who do not attend their workplace internship without an excuse are deducted from their wages. Businesses are authorized in this regard.

**ARTICLE 13-** The business authorities notify the Faculty Dean within five (5) working days at the latest, of the student who does not attend the workplace internship for three (3) working days without any excuse.

**ARTICLE 14-** In the event that students behave in a way that requires a disciplinary investigation, this situation is notified in writing to the Faculty Dean by the business. Disciplinary action is carried out by the Faculty Dean in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulation. The result is notified to the enterprise in writing.

**ARTICLE 15-** The success of students who do workplace internships in enterprises is determined according to the provisions of the Giresun University Student Internship Regulation and the relevant unit's Internship Directive.

**OTHER DUTIES AND RESPONSIBILITIES OF THE PARTIES**

**ARTICLE 16- Responsibilities of businesses that will have internships at work:**

To have the students do their workplace internship in accordance with the Giresun University academic calendar.

To ensure that the workplace internship is carried out at the place determined by the Faculty Dean's Internship and Training Implementation Boards,

To assign a sufficient number of education personnel to be responsible for the workplace internship of the students in the programs where workplace internship will be held.,

According to the first paragraph of Article 25 of the Law No. 3308, the amount of wage, wage increase, etc. signing a workplace internship contract,

Monitoring the attendance status of the students and reporting their absences and sick leaves to the Faculty Dean's Office in order to be forwarded to the relevant program heads in due time,

Sending the students' forms containing information about their internship, payrolls, in a closed envelope at the end of the internship to the relevant Faculty Dean's Office,

To be counted as absenteeism in workplace internship and to give excused leave without exceeding the maximum absenteeism period determined by the legislation,

In case of a decrease in the number of personnel after the workplace internship starts, the students who have started the internship continue their internship in the enterprise until the workplace internship is completed,

To take necessary measures to protect students from work accidents and occupational diseases and to take necessary actions for their treatment.

**j. To deliver a copy of the Payroll Registration Sheet, the State Contribution Payment Form to the Business at the End of the Internship and the Bank receipt of the Internship fee paid to the student to the faculty student affairs within the first week after the end of the internship (otherwise, no state contribution will be made to the private enterprise and the responsibility belongs to the employer).**

**Postal address:**

**Giresun University, Deanery Engineering Faculty, Student Affairs Service GİRESUN**

**MADDE 17-** Duties and responsibilities of the Faculty Dean:

1. According to the first paragraph of the 25th article of the Law No. 3308, the student who does workplace internship in the enterprise, together with the students, the wage amount, wage increase etc. signing a workplace training contract.
2. Ensuring that the forms related to the activities of the students in the workplace in the programs to be held at the workplace are given to the enterprises at the beginning of the internship,
3. To ensure that the workplace internship in the enterprises is carried out by the training personnel to be assigned by the enterprise,
4. To ensure that workplace internships in enterprises are carried out in accordance with the relevant professions,
5. To monitor the attendance and absence of students with paid and unpaid excuses,
6. Carrying out the transactions regarding the insurance premiums of the students who do workplace internship in enterprises according to the principles of the Regulation,
7. To take the necessary measures by cooperating with the business authorities in order to achieve the objectives aimed in the workplace internship in the enterprises,

**ARTICLE 18-** Duties and responsibilities of students receiving workplace education:

Comply with workplace conditions and working order,

Not to transmit private information of the workplace to third parties,

Not participating in union activities,

Continuing the workplace internship on a regular basis,

Keeping the workplace internship file and filling out the relevant forms.

**OTHER MATTERS**

**ARTICLE 19-** For students who do workplace internships in enterprises, other matters not included in this agreement are dealt with in accordance with the provisions of the relevant legislation..

**ARTICLE 20-** The following social rights will be provided to the student by the enterprise:

* 1. …………………………………………………………………………….……..
  2. …………………………………………………………………………..……….
  3. ……………………………………………………………………………………

|  |  |
| --- | --- |
| Business Name |  |
| Faculty Name | ENGINEERING FACULTY |

|  |  |  |
| --- | --- | --- |
| **STUDENT** | **EMPLOYER OR AUTHORIZED** | **CHAIRMAN OF THE DEPARTMENT INTERNSHIP COMMITTEE** |
| Name Surname: | Name Surname: | Name Surname: |
|  | Title : |  |
| Date ---/---/----- --/--/----- | Date ---/---/----- | Date ---/---/----- |
|  | Signature-Stamp | Signature-Stamp |