

**NIGDE OMER HALISDEMIR UNIVERSITY**

**SCIENCE AND ART FACULTY**

**UNDER COMPULSORY INTERNSHIP FUND ADDITIVES**

**WORKPLACE INTERNSHIP AGREEMENT**

**GENERAL PROVISIONS**

**CLAUSE 1-** This contract is signed between the Faculty Deanship, employer and student in order to regulate the principles of the workplace internship to be carried out in the enterprises of the program students doing vocational and technical education in accordance with the Vocational Education Law No. 3308.

**CLAUSE 2-** One copy of this contract, which is arranged in three copies and signed by the parties, is held in the Faculty Dean's Office, one copy in the enterprise and one copy in the student.

**CLAUSE 3-** Occupational Health and Safety Law No. 6331 applies to work accidents and occupational diseases that may occur during the internship of students.

**CLAUSE 4-** Workplace internship in enterprises is carried out in accordance with the provisions of Niğde Ömer Halisdemir University Faculty of Science and Letters Student Internship Directive and 3308 numbered Vocational Education Law.

**CLAUSE 5-** This contract, signed by the parties to enter into force as of the beginning of the internship, is valid until the students complete the work place internship.

**TERMINATION OF THE AGREEMENT**

**CLAUSE 6- The Agreement;**

a) Closing the workplace by various reasons,

b) If the workplace owner changes, the new workplace cannot continue the same profession / production,

c) Students are dismissed as long as they have been suspended in accordance with the provisions of the Student Disciplinary Regulations of Higher Education Institutions or if they are dismissed by taking a penalty.

**FEES AND PERMISSION**

**CLAUSE 7-** Pursuant to the first paragraph of Article 25 of the Law No. 3308, students are paid a fee not less than 30% of the monthly minimum wage net amount as long as workplace education continues in the enterprises. The fee is initially ………………… TL. The fee to be paid to the student is exempt from any tax.

In the event that there is an increase in the minimum wage during the year, these increases are reflected on the wages of the students at the same rate.

**INSURANCE**

**CLAUSE 8-** As long as the students continue their workplace internship in the enterprises with the conclusion of this contract, occupational accident and occupational disease insurance is made by the Faculty Deanship according to the paragraph (a) of the first paragraph of Article 4 of the Social Insurance Law No. 5510.

**CLAUSE 9-** Insurance premiums to be paid by the Faculty Deanship 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.

**CLAUSE 10-** Documents related to insurance and premium payment are kept by the Faculty Deanship.

**STUDENT'S DISCIPLINE, CONTINUED AND SUCCESS STATUS**

**CLAUSE 11-** Students are required to continue their businesses for workplace internships. The wages of students who do not continue their workplace internship without an excuse are cut. Businesses are authorized in this regard.

**CLAUSE 12-** Business officials report to the Faculty Deanship within five (5) business days at the latest within three (3) business days without an excuse.

**CLAUSE 13-** If the students act in a business that requires disciplinary investigation, this situation is notified in writing to the Faculty Deanship Office. Discipline process is carried out by the Faculty Deanship according to the provisions of the Higher Education Institutions Student Disciplinary Regulations.

**CLAUSE 14-** The success status of students doing business internship in enterprises is determined according to the provisions of Nigde Omer Halisdemir University Science and Art Faculty, Internship Directive.

**OTHER DUTIES AND RESPONSIBILITIES OF THE PARTIES**

**CLAUSE 15- Responsibilities of Businesses to Have a Workplace Internship:**

a) To make the workplace internship of the students in accordance with the provisions of Nigde Omer Halisdemir University Science and Art Faculty, Department of Biotechnology Internship Directive.

b) To ensure that the workplace internship is held at the place determined by the Faculty Deanship Office,

c) In the programs where workplace internship will be carried out, assigning sufficient number of education personnel to be responsible for students' work place internship,

d) According to the first paragraph of Article 25 of the Law No. 3308, the amount of wages, the increase of wages, etc. for the students who do business internship in the enterprise. signing a workplace internship contract on matters,

e) Payroll records showing the attendance, absenteeism and sick leave of the students by following their attendance; To inform the Faculty Deanship at the end of the internship for the students who continue their internship at the end of each month,

f) To send the students' forms containing information about their internship to the relevant Faculty Deanship Office, in a closed envelope at the end of the internship,

g) In case of a decrease in the number of personnel after the workplace internship has started, to continue the internship of the students who have started the internship until the completion of the work place internship.

**CLAUSE 16- Duties and Responsibilities of Faculty Deanship Office:**

a) According to the first paragraph of Article 25 of the Law No. 3308, the amount of salary with the students, the increase in wages etc. signing workplace training contracts.

b) In the programs where workplace internship will be carried out, to ensure that the forms related to the activities that the students perform in the business are given to the enterprises at the beginning of the internship,

c) To ensure that the workplace internship in the enterprises is done in accordance with the relevant professional fields,

d) To provide follow-up and absenteeism status of students with paid and unpaid excuse permits,

e) To carry out the operations related to the insurance premiums of the students who do business internships in businesses in accordance with the principles of the Regulation.

**CLAUSE 17- Duties and Responsibilities of Students Receiving Workplace Training:**

a) To comply with the workplace conditions and working order,

b) Not to convey the private information of the workplace to third parties,

c) Not attending union activities,

d) Continuing workplace internships regularly,

e) Keeping the workplace internship file and filling the related forms.

**OTHER ISSUES**

**CLAUSE 18-** Other matters not included in this contract about the students who do business internship in businesses are processed according to the provisions of the relevant legislation.

**CLAUSE 19-** The following social rights will be provided to the student by the enterprise:

a)…………………………………………………………………………….……....

b)…………………………………………………………………………..………...

c)…………………………………………………………………………………….

d)…………………………………………………………………………………….

e)…………………………………………………………………………………….

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| **NIGDE OMER HALISDEMIR UNIVERSITY**  **SCIENCE AND ART FACULTY**  **INTERNSHIP UNEMPLOYMENT FUND ADDITIVE INFORMATION FORM** |
| **ÖĞRENCİNİN**   |  |  | | --- | --- | | ID or passport number |  | | Name-Surname |  | | Student number |  | | E-mail |  | | Address |  | | E-mail |  | | Academic year |  | | Phone |  | | Faculty Contact Information | Nigde Omer Halisdemir University Science and Art Faculty Deanship  Central Campus, On Bor Road, 51240 Center / Niğde Tel:0388 225 2072 Fax:0388 225 01 80 fen.edebiyat.fak@ohu.edu.tr | |
| **OF THE INTERNSHIP WORK**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Name | |  | | | | | | | Address | |  | | | | | | | Production / Service Area | |  | | | | | | | Phone-Fax Number | |  | | | | | | | E-mail | |  | | | | | | | Number of Employees in the Business | |  | | | | | | | Whether to Pay Fees | | Yes No | | | | | | | **\*** **If the fee will not be paid, the bottom will not be filled..** | | | | | | | | | Amount to be Paid \* | |  | | | | | | | Requested State Contribution \* | |  | | | | | | | Business Bank İBAN No \* | |  | | | | | | | Business Tax Identity No \* | |  | | | | | | | Bank branch code \* | |  | | Business Bank Branch Code\*: | | |  | | **Of the Internship** | | | | | | | | | Starting Date: .…/.…./20… | | Finishing Date: ..…/.…../20… | | | Duration:..…. working day | | | | **Student** | | **Employer or Deputy** | | | **the Sciences and Art Faculty Deanship Liable** | | | | Name-Surname |  | Name-Surname |  | | Name-Surname |  | | | Date |  | Date |  | | Date |  | | | Sign |  | Sign |  | | Sign |  | | |