**Republic of Turkey (R.T.)**

 **KASTAMONU UNIVERSITY**

 **FACULTY OF ENGINEERING AND ARCHITECTURE**

 **Internship Information Form**

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| **INFORMATION OF STUDENT** |
| **Name Surname (Don’t use abbreviations)** |  |
| **R.T. ID Number** |  | **Academic Year** |  |
| **Cell Phone** |  | **Department** |  |
| **e-mail address** |  | **Type of Internship** |  **Internship I** **Internship II** |
| **Internship Start Date** |  | **Internship End Date** |  |
| **Total days number** |
|  |
| **INFORMATION ABOUT THE INTERNSHIP PLACE** |
| **Institute/Company Name** |  |
| **Company Address** |  |
| **Production/Service Field** |  |
| **Phone/Fax** |  |
| **e-mail address** |  | **Web Address** |  |
| **Working Status on Saturday**  | “ Yes No | Note: If the workplace works on Saturdays, it will be documented |

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| **STUDENT SIGNATURE** | **COMPANY/ENTERPRISE STAMP-RESPONSIBLE NAME SURNAME SIGNATURE** | **DEPARTMENT INTERNSHIP COMMISSION APPROVAL** | **DEAN’S APPROVAL**  |
| I declare that the information on the document is correctDate: …. /…./…….. | Date: …. /…../…….. | The institution/organization where the internship will be held is suitable for internship.Date: …. /…../…….. | Date: …. /…../…….. |



**Republic of Turkey (R.T.)**

**KASTAMONU UNIVERSITY**

**COMPANY ACCEPTANCE AND INTERNSHIP CONTRACT**

**GENERAL PROVISIONS**

**ARTICLE 1 -** (1) This contract is signed among the Faculty Dean's Office, the company and the student in order to regulate the principles of internship of the program students who do vocational and technical education to be held in company in accordance with the Vocational Education Law No. 3308.

**ARTICLE 2 -** (1) One copy of this agreement, which is prepared in three copies and signed by the parties, is in the Department Headquarters, one copy is in the business, and one copy is in the student.

**ARTICLE 3 -** (1) This contract covers the activities related to the education, practice and internships that Kastamonu University students, located in the vocational and technical education zones, will do in foreign company.

**ARTICLE 4 -** (1) Internships in companies are planned and carried out according to the undergraduate and graduate academic calendars of Kastamonu University.

**ARTICLE 5 -** (1) During the company internship of the students, the company is responsible for occupational **accidents** and **occupational diseases** that may occur due to the business fault.

**ARTICLE 6 -** (1) Company internship is carried out in accordance with the provisions of Kastamonu University Associate Degree and Undergraduate Education and Training Regulation, Kastamonu University Internship Directive and the Vocational Education Law No. 3308.

**ARTICLE 7 -** (1) This contract, signed by the parties to enter into force from the start of the internship in accordance with the Kastamonu University academic calendar, is valid until the date when the students complete their company internship.

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

**ARTICLE 8 -** (1) Students must attend company for internships.

**ARTICLE 9 -** (1) Company officials notify the student who does not attend the internship **for** **3 working days** without an excuse, to the Faculty Dean (mmfstaj@kastamonu.edu.tr) **within 5 working days** at the latest.

**ARTICLE 10 -** (1) In the event that students behave in a way that requires a disciplinary investigation, this situation is reported to the Faculty Dean (mmfstaj@kastamonu.edu.tr) by the company. 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 11 -** (1) The success of the students who do internship in enterprises is determined within the principles of the relevant unit's Internship Directive.

**WAGES, INSURANCE AND OTHER SOCIAL-FINANCIAL ASPECTS**

**ARTICLE 12** Kastamonu University does not make any payment, including insurance premium, for the students who will do their internship abroad.

**OTHER DUTIES AND RESPONSIBILITIES OF THE PARTIES**

**ARTICLE 13**

 **- Duties and Responsibilities of Internship Businness’**

a) To have the students do their internship in the business in accordance with the calendar determined by the Faculty Deanship,

b) To ensure that the internship is held at the place determined by the Faculty Internship and Education Implementation Boards,

c) 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,

ç) Sending the students' forms containing information about their internship to the Deanship of the Faculty in a sealed envelope at the end of the internship,

d) In case of a decrease in the number of personnel after the start of the internship, the students who have started the internship continue their internship in the business until the internship is completed,

e) To take necessary precautions to protect students from work accidents and occupational diseases, to take necessary actions for their treatment, and to report any work accident to the relevant unit (mmfstaj@kastamonu.edu.tr).

e) To assign a sufficient number of education personnel to be responsible for the workplace internship of the students in the internship programs.

**ARTICLE 14 – Duties and Responsibilities of the Faculty Deanship:**

a) To ensure that internships in enterprises are carried out in accordance with the relevant professions.

b) To take the necessary precautions by cooperating with the business authorities in order to achieve the intended goals of the internship in the enterprises.

 **ARTICLE 15- Duties and Responsibilities of Students Doing Business Internship:**

a) To comply with the conditions and working order of the enterprise,

b) Not to transmit private information of the business to third parties,

c) Not participating in union activities,

ç) Continuing the business internship on a regularly,

d) Keeping the business internship file and filling out the relevant forms.

e) Ensuring that the forms related to the activities they do in the enterprise, internship evaluation and satisfaction surveys are given to the enterprises at the beginning of the internship.

**TERMINATION OF THE CONTRACTS AND OTHER MATTERS**

**ARTICLE 16 -** The contract is terminated if

a) The closure of the business for various reasons,

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

c) as long as the students are suspended in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulations or if they are dismissed by expulsion.

**ARTICLE 17 -** Other matters that are not included in this agreement about students who do internship in enterprises are processed in accordance with the provisions of the relevant legislation.

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| **Business Name** |  |
| **Faculty Name** | Kastamonu University Faculty of Engineering and Architecture |

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| **STUDENT SIGNATURE** | **COMPANY/ENTERPRISE STAMP-RESPONSIBLE NAME SURNAME SIGNATURE** | **DEPARTMENT INTERNSHIP COMMISSION APPROVAL** | **DEAN’S APPROVAL**  |
| Date: …. /…./…….. | Date: …. /…../…….. | Date: …. /…../…….. | Date: …. /…../…….. |