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|  | | | **TC GAZİANTEP UNIVERSITY**  **FACULTY OF ARCHITECTURE**  **WORKPLACE INTERNSHIP CONTRACT** | | | | | | | | | | | | PHOTOGRAPH | | |
| **STUDENT'S** | | | | | | | | | | | | | | | | | |
| TR ID Number | | | |  | | | | | | | | | | | | | |
| Name Surname | | | |  | | | | | | | | | | | | | |
| Student Number | | | |  | | | | | Academic Year | | | |  | | | | |
| Email Address | | | |  | | | | | Phone Number | | | |  | | | | |
| Residence Address | | | |  | | | | | | | | | | | | | |
| **WORKPLACE WHERE INTERNSHIP WAS DONE** | | | | | | | | | | | | | | | | | |
| Ordinary | | |  | | | | | | | | | | | | | | |
| Address | | |  | | | | | | | | | | | | | | |
| Production/Service Area | | |  | | | | | | | | | | | | | | |
| Phone Number | | |  | | | | | | Fax Number | | |  | | | | | |
| Email Address | | |  | | | | | | Web Address | | |  | | | | | |
| **YOUR INTERNSHIP** | | | | | | | | | | | | | | | | | |
| Start Date | |  | | | | | End Date | | |  | | | | | Duration | | 20 DAYS |
| Internship Days | Monday | | Tuesday | | | Wednesday | | | Thursday | | Friday | | | Saturday | | Sunday | |
|  | |  | | |  | | |  | |  | | |  | |  | |
| **EMPLOYER OR AUTHORIZED PERSON** | | | | | | | | | | | | | | | | | |
| Name Surname | | | | |  | | | | | | | Date, Signature and **Stamp** | | | | | |
| His duty | | | | |  | | | | | | |
| Email Address | | | | |  | | | | | | |
| Employer Social Security Registration Number | | | | |  | | | | | | |
| **STUDENT'S** | | | | | | | | | | | | | | | | | |
| Ordinary | | |  | | | | | Province where population is registered | | | | | | |  | | |
| Last name | | |  | | | | | District | | | | | | |  | | |
| Father's Name | | |  | | | | | Neighborhood-Village | | | | | | |  | | |
| Mother Name | | |  | | | | | Volume No. | | | | | | |  | | |
| Birthplace | | |  | | | | | Family Order No. | | | | | | |  | | |
| Date of birth | | |  | | | | | Serial No. | | | | | | |  | | |
| Turkish Identity Number | | |  | | | | | Issued by Population Office | | | | | | |  | | |
| ID Card Serial Number | | |  | | | | | Reason for Issuance | | | | | | |  | | |
| Social Security Number | | |  | | | | | Date of Issue | | | | | | |  | | |
| IBAN Number | | |  | | | | | | | | | | | | | | |

GENERAL PROVISIONS

ARTICLE 1- This agreement is signed between the Faculty Dean's Office, the employer and the student in order to regulate the principles of the workplace internship to be carried out in enterprises by the students of our Faculty (Gaziantep University Faculty of Architecture).

ARTICLE 2- This contract is prepared in three copies and signed by the parties; one copy is kept by the Faculty Dean's Office, one copy by the business, and one copy by the student.

ARTICLE 3- Workplace internships in businesses are planned and carried out in accordance with the Gaziantep University Faculty of Architecture Internship Directive.

ARTICLE 4 - The employer/employer's representative is responsible for any work accidents and occupational diseases that may occur due to workplace faults during the students' workplace internship .

ARTICLE 5- This agreement, signed by the parties, shall be effective from the date the internship begins in accordance with the Gaziantep University Faculty of Architecture Internship Directive calendar and shall be valid until the date the students complete their workplace internship .

TERMINATION OF THE CONTRACT

ARTICLE 6 - **Contract;**

1. the workplace for various reasons,
2. If the business owner changes, the new business cannot continue the same profession/production,
3. The contract is terminated as long as the student is suspended in accordance with the provisions of the Student Disciplinary Regulations of Higher Education Institutions or if the student is dismissed and their relationship is terminated .

FEE

ARTICLE 7 - The business is obliged to pay fees to student candidates, apprentices and students who receive vocational training, continue their internships and complementary education in businesses, in accordance with its own internship directive and policy, in accordance with Article 18 and temporary Article 12 of Law No. 3308.

Since a portion of the payments will be covered as State contribution from the Unemployment Insurance Fund numbered 4447, as per Article 25 of the same law; According to the amendment made by Law numbered 6764, the minimum wage that can be paid by businesses; (minimum wage)

* 2/3 for businesses employing less than 20 personnel,
* 1/3 for businesses employing 20 or more personnel,

It is paid as a state contribution from the Unemployment Insurance Fund numbered 4447.

The business is responsible for paying the student fee (State contribution and the business share) through the bank by the 10th of each month.

INSURANCE

ARTICLE 8 - As long as students continue their internship at the workplace by signing this contract, their work accident and occupational disease insurance is made by the Faculty Dean's Office in accordance with the subparagraph (a) of the first paragraph of Article 4 of the Social Security Law No. 5510.

ARTICLE 9 - Insurance premiums to be paid by the Faculty of Architecture 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 10 - Documents regarding insurance and premium payment are kept by the Dean of the Faculty of Architecture.

STUDENT DISCIPLINE, ATTENDANCE AND SUCCESS STATUS

ARTICLE 11- Students are required to attend businesses for their workplace internship .

ARTICLE 12 - Business officials shall report to the Dean of the Faculty of Architecture, within five (5) business days at the latest , any student who does not attend his/her internship for three consecutive days without an excuse .

ARTICLE 13- If students behave in a manner that would require disciplinary investigation in a business, this situation is reported to the Dean of the Faculty of Architecture by the business . Disciplinary action is carried out by the Dean of the Faculty of Architecture in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulation . The result is notified to the business in writing.

ARTICLE 14 - The success of students who do workplace internships in businesses is determined according to the provisions of the Faculty of Architecture Internship Directive .

OTHER DUTIES AND RESPONSIBILITIES OF THE PARTIES

ARTICLE 15 - **Responsibilities of businesses that will provide workplace internships:**

1. that students' workplace internships are carried out in accordance with the Faculty of Architecture Internship Directive.
2. to the Dean of the Faculty of Architecture within the prescribed period ,
3. The forms containing information about the students' internships must be sent to the Dean of the Faculty of Architecture in a sealed envelope at the end of the internship (Gaziantep University Faculty of Architecture Dean's Office, University Bulvarı 27310 Şehitkamil/Gaziantep), or the signed and stamped forms will be given to the student together with his/her notebook in a sealed envelope .
4. In case of a decrease in the number of personnel after the workplace internship begins, to continue the internship of students who have started their internship in the company until the workplace internship is completed ,
5. To take the necessary precautions to protect students from work accidents and occupational diseases, to inform them and to take the necessary actions for the treatment of accidents/occupational diseases resulting from the faults of the enterprise .

ARTICLE 16 - Duties and Responsibilities of Gaziantep University Faculty of Architecture :

* 1. In programs where workplace internships will be conducted, ensuring that forms regarding the activities carried out by students in the company are submitted to the companies at the beginning of the internship ,
  2. workplace internships in businesses are carried out in accordance with the relevant professional fields,
  3. that the attendance and absence status of students are monitored through paid and unpaid excused leaves ,
  4. the transactions regarding the insurance premiums of students who do workplace internships in enterprises in accordance with the relevant regulation principles ,
  5. in cooperation with the company officials in order to achieve the intended goals in the workplace internships in the companies ,

ARTICLE 17 - Duties and responsibilities of students receiving workplace training:

1. with the conditions and working order of the workplace,
2. private information about the workplace to third parties,
3. Not participating in union activities,
4. Continuing workplace internships regularly ,
5. Keeping the workplace internship file and filling out the relevant forms.

OTHER MATTERS

ARTICLE 18 - **The following social rights will be provided to the student by the business (Meal, Fee, Accommodation, Transportation, etc. please specify):**

a. ………………………………………………………………………… b. ………………………………………………………………………… c. …………………………………………………………………………

EVERY NON-SIGNATURE PAGE OF THE AGREEMENT MUST BE INITIALIZED.

|  |  |  |  |
| --- | --- | --- | --- |
| Business Name | | Address | |
| **Gaziantep University Faculty of Architecture** | | Address | |
| **STUDENT** | **EMPLOYER OR REPRESENTATIVE** | | **Gaziantep University Faculty of Architecture** |
| Name Surname: | Name Surname: | | Name Surname: |
|  | Duty: | | Duty: |
| History | History | | History |
| Signature | Signature-stamp | | Signature-Stamp |