T.C.
KARADENIZ TECHNICAL UNIVERSITY
OF FACULTY OF TECHNOLOGY
WORKPLACE INTERNSHIP AGREEMENT

GENERAL PROVISIONS

ARTICLE 1- This agreement is signed between the Of Faculty of Technology Dean's Office, the employer and the student, in accordance with the Vocational Education Law No. 3308, to regulate the principles of workplace internships at enterprises for students of vocational and technical education programs.

ARTICLE 2- This agreement, prepared in three copies and signed by the parties, is held one copy at the Of Faculty of Technology Dean's Office, one at the enterprise, and one by the student.

ARTICLE 3- Workplace internships at enterprises are planned and conducted according to the Karadeniz Technical University academic calendar.

ARTICLE 4- The employer/employer's representative is responsible for occupational accidents and diseases occurring during students' workplace internships due to workplace fault.

ARTICLE 5- Workplace internships at enterprises are conducted according to the Karadeniz Technical University Student Internship Regulation, the Internship Directive of the relevant department, and the provisions of the Vocational Education Law No. 3308.

ARTICLE 6- This agreement, signed by the parties to take effect from the date the internship begins in accordance with the Karadeniz Technical University academic calendar, is valid until the date students complete their workplace internship.

TERMINATION OF THE AGREEMENT

ARTICLE 7- The agreement is terminated;

a. If the workplace is closed for various reasons,

b. If, after a change of owner, the workplace cannot continue the same occupation/production,

c. For as long as students receive a suspension penalty under the Higher Education Institutions Student Discipline Regulation, or if their enrollment is terminated by an expulsion penalty.

PAY AND LEAVE

ARTICLE 8- As stated in paragraph 1 of Article 4 of the Procedures and Principles regarding covering part of the wages of students receiving vocational training at enterprises from the Unemployment Fund under Vocational Education Law No. 3308, payments made by enterprises to students cannot be less than thirty percent of the net amount of the minimum wage. The minimum pay to be paid to the student will be calculated as (Net Minimum Wage of the Relevant Year) X (30%). If a payment above the minimum amount is made to the student, the state contribution the workplace will receive will be calculated on the minimum pay. (Sample calculation for 2026: Minimum monthly pay to the student: net minimum wage for 2026 = 28.075,50 TL x 30% = cannot be less than 8.422,65 TL. When evaluated on a 30-day month, for the enterprise to benefit from the state contribution, the daily pay it must pay the student for each day of internship must be at least 280,73 TL.) The pay to the student is exempt from all taxes. If the minimum wage increases during the year, these increases are reflected in students' pay at the same rate.

Under the provision in paragraph 7 of Article 4 of the “Procedures and Principles regarding Covering Part of the Wages of Students Receiving Vocational Training at Enterprises from the Unemployment Fund under Vocational Education Law No. 3308”, signed and entered into force on 10.02.2017,

Unofficial English translation. In case of any discrepancy, the Turkish original prevails.

resources from the Unemployment Fund have been increased for enterprises where students subject to internship training at higher education institutions do their internship; it has been stipulated that two thirds of the pay to be paid to the student by employers, for enterprises employing fewer than twenty personnel, and one third, for enterprises employing twenty or more personnel, will be paid as State contribution from the amount allocated for sub-item (h) of item (B) of the third paragraph of Article 53 of the Unemployment Insurance Law No. 4447; therefore, if the necessary documents are submitted to the relevant higher education institution, these amounts may be reimbursed to the enterprise's accounts by the higher education unit.

Table 1. State contribution and employer share in internship pay

NO. OF EMPLOYEES	STATE CONTRIB.	DAILY STATE CONTRIBUTION AMOUNT FOR 2026
20 or more	1/3	93,58 TL
Fewer than 20	2/3	187,15 TL

(Enterprises wishing to benefit from the state contribution must pay the student daily (for each day of internship in total) at least 280,73 TL according to the minimum wage of 28.075,50 TL for 2026. In this case, the daily support amount the enterprise will receive will be the amount given in Table 1.) If the company pays more than this amount, the contribution amount it will receive is fixed.

The payment receipts (or photocopies) made to the student, the Unemployment Fund Contribution Form and payrolls must be uploaded to the BYS system together with the internship documents within 10 days at the latest after the internship ends, and the internship must be closed. The accuracy of the documents is the responsibility of the student and the workplace/institution. The “Requested state contribution amount” on the Unemployment Fund Contribution Form will be filled in by the workplace according to the sample table above. The state contribution amount determined according to the Procedures and Principles regarding Covering Part of the Wages of Students Receiving Vocational Training at Enterprises from the Unemployment Fund under Vocational Education Law No. 3308 may be reimbursed to the enterprises.
ARTICLE 9- Students must fulfill the attendance requirement in their unit's Internship Directive. As stated in paragraph 10 of Article 4 of the Procedures and Principles regarding Covering Part of the Wages of Students Receiving Vocational Training at Enterprises from the Unemployment Fund under Vocational Education Law No. 3308, no pay is paid for days when students are absent or on sick leave (with a medical report), so the calculation must be made accordingly.

INSURANCE

ARTICLE 10- Upon conclusion of this agreement, for as long as students continue their workplace internship at enterprises, occupational accident and disease insurance under paragraph 1, item (a) of Article 4 of the Social Insurance Law No. 5510 is arranged by the Faculty Dean's Office/School Directorate or Vocational School Directorate.

ARTICLE 11- The insurance premiums to be paid by the Faculty Dean's Office/School Directorate or Vocational School Directorate are paid to the Social Security Institution or transferred to its account at the rates determined by the Social Security Institution.

ARTICLE 12- Documents related to insurance and premium payments are kept by the Faculty Dean's Office/School Directorate or Vocational School Directorate.

STUDENT'S DISCIPLINE, ATTENDANCE AND SUCCESS

ARTICLE 13- Students must attend enterprises for the workplace internship. The pay of students who do not attend the workplace internship at enterprises without an excuse is withheld. Enterprises are authorized in this matter.

ARTICLE 14- Enterprise officials notify the Faculty Dean's Office/School Directorate or Vocational School Directorate, within five (5) working days at the latest, of a student who does not come to the workplace internship for three (3) working days without an excuse.

ARTICLE 15- If students behave at enterprises in ways requiring a disciplinary investigation, the enterprise notifies the Faculty Dean's Office/School Directorate or Vocational School Directorate in writing. The disciplinary procedure is conducted by the Faculty Dean's Office/School Directorate or Vocational School Directorate according to the provisions of the Higher Education Institutions Student Discipline Regulation. The result is notified to the enterprise in writing.

ARTICLE 16- The success of students doing workplace internships at enterprises is determined according to the Karadeniz Technical University Student Internship Regulation and the provisions of the relevant unit's Internship Directive.

OTHER DUTIES AND RESPONSIBILITIES OF THE PARTIES

ARTICLE 17- Responsibilities of enterprises providing workplace internships:

a. To have students do their workplace internship at the enterprise in accordance with the Karadeniz Technical University academic calendar.

b. To ensure the workplace internship is done at the place determined by the Faculty Dean's Office/ School Directorate or Vocational School Internship and Training Practice Boards,

c. In programs where workplace internships are done, to assign a sufficient number of training personnel to be responsible for students' workplace internships,

d. To sign a workplace internship agreement with students doing workplace internships at the enterprise on pay amount, pay increases, etc., under paragraph 1 of Article 25 of Law No. 3308,

e. To monitor students' attendance and notify their absences and sick leaves to the Faculty Dean's Office/School Directorate/Vocational School Directorate, to be forwarded to the relevant program heads within the time limit,

f. To send the forms containing students' internship information in a sealed envelope at the end of the internship to the relevant Faculty Dean's Office/School Directorate/Vocational School Directorate,

g. To grant students unpaid excuse leave during the workplace internship, counted as absence and not exceeding the maximum absence period set by legislation,

h. If the number of personnel decreases after the workplace internship begins, to continue the internship of students who have already started at the enterprise until the workplace internship is completed,

i. To take the necessary measures to protect students from occupational accidents and occupational diseases and to carry out the procedures necessary for their treatment.

ARTICLE 18- Duties and responsibilities of the Faculty Dean's Office/School Directorate or Vocational School Directorates:

a. To sign, together with the students, a workplace training agreement with the enterprises on pay amount, pay increases, etc., for the student doing a workplace internship at the enterprise, under paragraph 1 of Article 25 of Law No. 3308,

b. In programs where workplace internships are done, to ensure that forms on students' activities at the enterprise are given to the enterprises at the start of the internship,

c. To ensure that the workplace internship in the enterprises is carried out by training staff assigned by the enterprise,

d. To ensure that the workplace internship in the enterprises is carried out in line with the relevant professional fields,

e. To monitor students' attendance and absences, including paid and unpaid excused leave,

f. To carry out the procedures for the insurance premiums of students doing workplace internships in enterprises in accordance with the Regulation,

g. To take the necessary measures in cooperation with the enterprise officials so that the goals of the workplace internship in enterprises are achieved,

ARTICLE 19- Duties and responsibilities of students receiving workplace training:

a. To comply with the conditions and working order of the workplace,

b. Not to disclose confidential information of the workplace to third parties,

c. Not to take part in trade union activities,

d. To attend the workplace internship regularly,

e. To keep the workplace internship file and fill in the relevant forms.

OTHER MATTERS

ARTICLE 20- For other matters concerning students doing workplace internships in enterprises that are not covered by this agreement, the provisions of the relevant legislation apply.

Enterprise Name	
Faculty Name	**KTU OF FACULTY OF TECHNOLOGY**

STUDENT	**EMPLOYER OR REPRESENTATIVE**	**DEAN OF THE FACULTY**
Name Surname	Name Surname, Title	Name Surname
Date, Signature	Date, Signature-Stamp	Date, Signature-Stamp

This agreement consists of 4 pages only.