T.C.

KARADENIZ TECHNICAL UNIVERSITY • OF FACULTY OF TECHNOLOGY

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

WORKPLACE TRAINING PROTOCOL

Pursuant to Article 4/15 and Article 12/2 of the Workplace Training Directive

ARTICLE 1 – PARTIES

This protocol has been drawn up between the parties whose details are given below.

A) FACULTY

Title	Karadeniz Technical University Of Faculty of Technology
Address	KTU Of Faculty of Technology, 61830 Of/TRABZON
Representative	Dean

B) WORKPLACE

Title			
Address			
Tax Office/No		**SGK Registry No**	
Field of Activity		**Phone**	
E-mail		**Web**	
Workplace Training Manager		**Position/Title**	

ARTICLE 2 – PURPOSE

The purpose of this protocol is to determine the procedures and principles for Faculty students to take the Workplace Training course in their curriculum at the Workplace, and the mutual rights and obligations of the parties.

ARTICLE 3 – SCOPE

This protocol covers the provisions on the admission, training, monitoring and evaluation of students who will do practice at the Workplace within Workplace Training.

ARTICLE 4 – BASIS

This protocol has been prepared based on Higher Education Law No. 2547, Vocational Training Law No. 3308, Social Insurance and General Health Insurance Law No. 5510, Occupational Health and Safety Law No. 6331, and the KTU Of Faculty of Technology Workplace Training Directive.

ARTICLE 5 – QUOTA AND DURATION

1. Each year, the Workplace will take students as its workplace training quota. The quota number may be updated by the parties in writing.
2. Workplace training lasts one semester and is carried out for at least 14 weeks (70 working days). A full working day is 8 hours.
3. The student is obliged to comply with the Workplace's working hours and calendar.

ARTICLE 6 – OBLIGATIONS OF THE FACULTY

1. To inform students about the process, rules and obligations before workplace training.
2. To carry out occupational accident and disease insurance procedures for students and pay their premiums.
3. To assign a supervising faculty member/staff to monitor the student's workplace training; to carry out inspections at the workplace or by means of communication.
4. To inform the Workplace about the content, duration and evaluation principles of workplace training.
5. To cooperate with the Workplace in resolving problems that may arise during workplace training.

ARTICLE 7 – OBLIGATIONS OF THE WORKPLACE

1. To assign a Workplace Training Authorized Person, chosen from engineer staff holding at least a bachelor's degree in the relevant program, to be responsible for the student's training.
2. To give the student a daily, weekly and monthly work plan and responsibility; to ensure that theoretical knowledge is reinforced by practice.
3. To monitor the student's attendance and approve the attendance chart via the Information Management System (BYS).
4. To review the student's workplace training report and approve it with signature and stamp.
5. When workplace training is completed, to fill in the Workplace Training Evaluation Form (Employer Grading) and the workplace survey via BYS.
6. Not to assign the student to jobs that do not match their program or that pose health risks; not to have the student work night shifts.
7. To provide the necessary facilities for inspections the supervising faculty member will carry out on site or by means of communication.
8. To report occupational accidents, occupational diseases and disciplinary incidents to the relevant department head's office without delay.
9. To make the necessary effort so that the student can also benefit from the accommodation, meals and social facilities provided to its own staff.

ARTICLE 8 – OBLIGATIONS OF THE STUDENT

1. To comply with the Workplace's regulations, working conditions, and discipline and occupational safety rules.

2. To attend workplace training at a rate of at least 80%.
3. To be under the supervision of the Workplace Training Authorized Person and to perform the assigned work.
4. To observe the confidentiality of information and documents belonging to the Workplace.
5. Not to interrupt the training or change the workplace without informing the Committee and obtaining approval.

ARTICLE 9 – FINANCIAL PROVISIONS

1. The University is not obliged to pay students any wages. Financial relations between the student and the Workplace in no way impose any obligation on the University.
2. The University is not responsible for material damages that may arise from the student's careless and irresponsible behavior.
3. This protocol does not create any employment contract or employment relationship between the parties.

ARTICLE 10 – OCCUPATIONAL HEALTH AND SAFETY

Under Law No. 6331, the Workplace is obliged to provide the student with the necessary occupational health and safety training, supply personal protective equipment, and ensure that the student is in a safe working environment.

ARTICLE 11 – CONFIDENTIALITY AND INTELLECTUAL PROPERTY

The student may not share information of the nature of trade secrets obtained during workplace training with third parties. The information to be included in the student's workplace training report is determined by obtaining the Workplace's approval. The report is used solely for academic evaluation purposes.

ARTICLE 12 – DURATION, AMENDMENT AND TERMINATION

1. Effective on signature; valid for year(s). Unless a party gives written notice of termination at least 30 days in advance, the protocol is automatically renewed for the same period.
2. Amendments to the protocol become valid with the written agreement of the parties.
3. In case of termination, the provisions of the protocol continue to apply to students attending workplace training on that date until their training is completed.

ARTICLE 13 – RESOLUTION OF DISPUTES

Disputes that may arise from the implementation of this protocol are first resolved through good-faith negotiations between the parties; if they cannot be resolved, the courts and enforcement offices of Trabzon are competent.

ARTICLE 14 – ENTRY INTO FORCE

This 14-article protocol, dated was drawn up in two copies, signed by the parties and has entered into force.

ON BEHALF OF THE WORKPLACE	ON BEHALF OF THE FACULTY
Workplace Training Manager	Dean
Name Surname / Title / Signature / Stamp	Name Surname / Signature / Seal