**OSTİM TECHNICAL UNIVERSITY**

**WORKPLACE EXPERIENCE APPLICATIONS TRAINING PROGRAM**

**COOPERATION PROTOCOL**

**Article 1: PARTIES**

(1) This Protocol was signed between … (“Workplace”) and OSTİM Technical University (“University”) on …./…./2024.

(2) Hereinafter, the University and the Workplace will be individually referred to as “Party” and collectively as “Parties.”

**Article 2: SCOPE**

(1) This Protocol outlines the rules regarding the Workplace Experience Training Program, which provides associate and undergraduate students of the University the opportunity to gain professional practice at the Workplace for a certain period, as well as the rights and obligations of the Parties.

**Article 3: BASIS**

**(1)** This Protocol was prepared based on Addendum 23 and Addendum 24 of the Higher Education Law No. 2547, Articles 5 and 6 of the OSTİM Technical University Core Regulation, and the OSTİM Technical University Regulation on Associate and Undergraduate Degree Education and Examination.

**Article 4: DEFINITIONS**

(1) ) Wherever the following terms appear in this document, they shall be taken to refer to:

Academic: The academic staff liable for the Workplace Experience course.

Advisor: The faculty member assigned by the Dean or Director to monitor the implementation of the training at the Workplace, supervise the students' performance during the practice, and contribute to the Workplace, working in coordination with KARPİEM.

Dean: The deans of the faculties within the University.

Training: The training that associate and undergraduate students receive at the Workplace, starting from the second semester and continuing until the final semester (including the final semester), for 14 weeks each semester, with at least one full day per week, aimed at reinforcing the theoretical education they have received and gaining knowledge about the operation of the Workplace.

**Training Supervisor**: The supervisor designated at the Workplace for the Students.

**Faculty**: The faculties of the University.

**Form**: The document, which includes the student's grade, to be filled out by the Training Supervisor to evaluate the Student's Training.

**Workplace**: The public or private sector institutions and organizations, businesses, professional associations, foundations, and associations that have signed a cooperation protocol with the University, where students are assigned to undergo Training.

KARPİEM: The Directorate of Career Planning and On-the-Job Training Office Coordination under the University Rectorate.

Coordinator: The KARPİEM coordinator appointed by the Rectorate.

**Director**: The director of the Vocational School within the University.

**Vocational School:** The vocational school of the University.

**Student**: The students enrolled in the associate and undergraduate programs of the University.

**University:** OSTİM Technical University.

**Article 5: EFFECTIVENESS and DURATION**

(1) This Protocol comes into effect on the date it is signed and will remain in force until terminated by the Parties.

(2) The Parties may terminate the Workplace Experience Applications Program by notifying the other Party at a time and under circumstances that will not cause harm to the other Party. The training of Students currently undergoing training at the Workplace will continue until the end of the semester as of the termination date.

**Article 6: DURATION OF TRAINING**

(1) The duration of training consists of a total of 7 (seven) semesters for the undergraduate program and a total of 3 semesters for the associate degree program. In the final semester of the associate and undergraduate programs, training will be conducted full-time at the Workplace.

(2) Each semester lasts 14 (fourteen) weeks.

(3) Students or the Parties may request a change of the training location during the semester for mandatory reasons. This request will be decided upon with the agreement of KARPİEM, the Dean's Office or Directorate, and the Workplace.

**Article 7: WORKING PERIOD and DURATION AT THE WORKPLACE**

(1) The duration of the Workplace Experience Practice Training has been determined as follows, based on faculty and department:

|  |  |  |
| --- | --- | --- |
| VOCATIONAL SCHOOL |  1st Semester | 2nd Semester |
| First Year | - | Applied Training in the University Workshop |
| Second Year | Workplace Experience (2 days a week) (On the days specified by the programs) | Workplace Experience (3-Month Full-Time) (Within the Academic Calendar Period)  |

|  |  |  |
| --- | --- | --- |
| ENGINEERING FACULTY | 1st Semester | 2nd Semester |
| First Year | - | Workplace Training 15 Full Days (3 Weeks) (End of Semester) |
| Second Year | Workplace Training 15 Full Days (3 Weeks) (End of Term) | Workplace Training 15 Full Days (3 Weeks) (End of Semester) |
| Third Year | Workplace Training 15 Full Days (3 Weeks) (End of Term) | Workplace Training 15 Full Days (3 Weeks) (End of Semester) |
| Fourth Year | Workplace Training 15 Full Days (3 Weeks) (End of Term) | Workplace Experience (3-Month Full-Time, 4/5 Full Days per Week) (Within the Academic Calendar Period) |

|  |  |  |
| --- | --- | --- |
| FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES | 1st Semester | 2nd Semester |
| First Year | - | Workplace Training 1 Day a Week (14 Weeks) |
| Second Year | Workplace Training 1 Day a Week (14 Weeks) | Workplace Training 1 Day a Week (14 Weeks) |
| Third Year | Workplace Training 1 Day a Week (14 Weeks) | Workplace Training 1 Day a Week (14 Weeks) |
| Fourth Year | Workplace Training 1 Day a Week (14 Weeks) | Workplace Experience (3-Month Full-Time) (Within the Academic Calendar Period)  |

|  |  |  |
| --- | --- | --- |
| FACULTY OF ARCHITECTURE AND DESIGN | 1st Semester | 2nd Semester |
| First Year | - | Workplace training will be conducted by the University Faculty Members. |
| Second Year | Workplace Practice I15 Full Days (3 Weeks) (End of Term) | Workplace Practice II15 Full Days (3 Weeks) (End of Term) |
| Third Year | Workplace Practice III15 Full Days (3 Weeks) (End of Term)  | Workplace Practice I15 Full Days (3 Weeks) (End of Term |
| Fourth Year | Workplace Experience II15 Full Days (3 Weeks) (End of Term) | Workplace Experience III(3-Month Full-Time, 3 Full Days a Week) (Within the Academic Calendar Period)  |

The duration of education can be regulated by a written agreement signed by the parties in collaboration with relevant companies, depending on the special circumstances of the faculties and departments.

A full business day is 8 hours.

(2) Students must adhere to the working hours of the Workplace where they will conduct their practical training.

(3) It is essential to maintain continuity of education. However, in mandatory situations, with the approval of the Dean's Office and the Vocational School Directorate, training may be conducted at different times and in different workplaces, provided that it is announced to students in advance and the Enterprise is notified.

(4) To graduate, students must complete the training within the periods designated in the academic program of their faculties and departments.

**Article 8: QUOTAS and DETERMINATION OF STUDENTS**

(1) At the beginning of each academic year, the Workplace will inform how many quotas will be allocated for each semester.

(2) The Dean's Office or the Directorate may designate different students to go to the Workplace for each semester. However, this opportunity may also be utilized by a single student.

**Article 9: COORDINATORS and IMPLEMENTATION OF THE PROGRAM**

(1) The coordinator of the program at the Workplace is the Training Supervisor, and students work under the supervision of the Training Supervisor.

(2) The coordinator of this program at the university is KARPİEM (Directorate of Career Planning and On the Job Training Office Coordination). All relations with the Workplace are conducted through the Coordinator.

(3) The training is carried out within the framework of the provisions of the "Student Training Agreement," which is prepared under the provisions of this Protocol and signed by the Coordinator, the Student, and the Workplace official. The Student Training Agreement is an integral annex of this document.

**Article 10: SELECTION and SUPERVISION OF STUDENTS**

1. The workplaces determined by KARPİEM (Career Planning and On-the-Job Training Office Coordinator) are reported to the Dean's Office or Directorate. The Dean or Director, considering the students' requests, assigns the students to workplaces and informs KARPİEM. The student lists are then communicated to the Workplace by KARPİEM.
2. The planning and supervision of all activities within the scope of the training are carried out under the joint responsibility of the Coordinator, Training Supervisor, Advisor, and Academic.

**Article 11: RESPONSIBILITIES and RIGHTS OF STUDENTS**

(1) The workplace will make every effort to ensure that students fulfill the following duties and responsibilities:

 a) Students are required to conduct their workplace training at institutions with which a protocol has been signed.

 b) Training cannot be interrupted, nor can the workplace be changed, without notifying KARPİEM.
 c) During the training period, students are liable for closely observing the tasks being performed and applying them when necessary. They are required to participate in all professional activities carried out in the units where they receive their training (Seminars, In-Service Training, Development Courses, etc.).

 d) Students must comply with the working hours of the workplace, all rules and regulations, particularly regarding occupational safety, and the Student Disciplinary Regulations. If it is determined that a student has violated the workplace rules, the workplace will immediately document the situation with a report and will send the report to the Coordinator as soon as possible. The Coordinator will then promptly forward the report to the Dean's Office or Directorate. In this case, the student's workplace will be altered at the request of the workplace.

 e) The Training Supervisor will maintain the student's daily work records and will send the document containing both their signature and the student's signature (in JPEG or PDF format) to the Coordinator via email on the last working day of the week.

 f) The student cannot leave the workplace without permission. In cases where the student needs to leave with permission, a permission form must be completed and approved by the Training Supervisor.

 g) Any day when the training cannot be conducted or when the student is on leave or medically excused will be counted as an absence. The student cannot have more than 20% absence during the training period. The acceptance or rejection of these absences, along with the requirement for additional work equal to the duration of the absence, is subject to the approval of the academics. The workplace, Training Supervisor, or academics may require the student to compensate for the absence with additional work.

 f) The student cannot participate in union activities at the workplace.

(2) The rights of students are as follows:

 a) No payments will be made to students during the training period, except for legal obligations.
 b) It is expected that students benefit from other social services provided to employees at the workplace, either paid or unpaid. However, students cannot benefit from assistance provided based on a legal right or collective agreement.

 c) The university pays the insurance premiums for students undergoing training at the workplace against occupational accidents and diseases under Law No. 5510.
 d) Students cannot participate in night shifts that are organized due to the workplace's production schedule.

**Article 12: RESPONSIBILITIES OF THE WORKPLACE and TRAINING SUPERVISOR**

(1)The responsibilities of the workplace regarding workplace training are as follows:
 a) Ensuring that students benefit from the catering services and social facilities provided to its own personnel,
 b) Appointing a training supervisor (mentor) to facilitate the student's training according to the principles of this protocol and the workplace rules,
 c)Allowing inspections conducted by the advisor or academics,
 d) Taking necessary precautions to protect students from occupational accidents and diseases and to ensure that necessary procedures are carried out, notifying the University immediately and other relevant institutions within 3 business days in the event of an accident occurring at the workplace,
 e) Taking necessary measures to prevent students from facing situations such as mobbing, harassment, and similar issues. The workplace commits to implementing the necessary precautions. In the event of such incidents, legal action will be taken against those responsible, and the university and the affected student will be informed within 7 business days regarding the matter.

(2) The responsibilities of the Training Supervisor are as follows:
 a) Taking necessary precautions to protect students from occupational accidents and diseases, and to ensure that necessary procedures are carried out and notifying the University immediately and other relevant institutions within 3 business days in the event of an accident occurring at the workplace,
 b) Ensuring that the theoretical and practical knowledge and skills acquired by students at the university are reinforced through applications in the work environment,
 c) Assigning daily, weekly, and monthly work plans and responsibilities to the student,
 d) Being the sole point of contact for the student regarding workplace management,
 e) Preventing the student from being assigned to tasks that do not comply with the training program and may pose health risks,
 f) Imparting professional culture and discipline to the students,
 g) Supervising and approving/rejecting the internship report that the student maintains daily, along with their activities,
 h) Completing the evaluation form at the end of the training and deliver it to the Advisor in a sealed envelope.

**Article 13: CONFIDENTIALITY and RESPONSIBILITY UNDER THE PERSONAL DATA PROTECTION LAW (KVKK)**

(1) The Parties agree to treat all information learned as a result of the execution of this Protocol, except for information that is or could be known through legal means, as a trade secret. They commit not to disclose, share, or publicly announce this information without the permission of the other party, except for legal obligations, and to refrain from behaviours that would result in such disclosures. In the event of a breach, they agree to promptly compensate all damages incurred or to be incurred by the other party as a result of this situation upon the first written request.

(2) The university acknowledges, declares, and commits that it has obtained the information of the students transferred to the workplace through lawful means and that it has informed the relevant individuals about their rights under Articles 10 and 11 of the Personal Data Protection Law (KVKK) and has obtained the necessary consents in accordance with the law.

(3) The workplace agrees and commits not to process the data transferred to it for purposes other than Training, that necessary clarifications and notifications will be provided to the students in writing, that the data will be destroyed within a reasonable time, and that the workplace will be liable for any damages arising from failure to comply.

The company …………………………….. agrees to collaborate with OSTİM Technical University within the framework of this document’s provisions for the Workplace Experience Application Training Program, with an annual total quota of (…) associate degree and (…) undergraduate degree students.

 Ayşenur IRKILATA
 Director, Career Planning and

On-the-Job Training Center
OSTİM Technical University

 Prof. Dr. Ünsal SIĞRI
 Vice Rector
 OSTİM Technical University