

**COOPERATIVE EDUCATION PROTOCOL**

# Parties ARTICLE 1:

This protocol was signed between ............................................................................................................................ and Yıldız Technical University, Faculty of .................................................... on **.... /....... /20....**

# Objective ARTICLE 2:

It is to determine the procedures and principles of Cooperative Education that undergraduate students enrolled in our university will do in public institutions / organisations or private organisations. **Scope**

# ARTICLE 3:

This directive covers the application procedures and principles regarding the Cooperative Education to be carried out in public institutions/organisations or private organisations by the students subject to Cooperative Education carried out by the relevant Faculty Deanships and Department Heads at Yıldız Technical University.

# Basis ARTICLE 4:

This protocol has been prepared on the basis of Yıldız Technical University Directive on Cooperative Education.

# Enforcement ARTICLE 5:

The provisions of this protocol are valid from the date of signature of the protocol. The parties may terminate the allocation of quotas for Cooperative Education and the implementation of the programme for the following academic year by giving at least three months prior written notice.

# Duration ARTICLE 6:

The duration of Cooperative Education is limited to the start and end dates of the academic year specified in the academic calendar of the university.

# Determination of Cooperative Education Quotas ARTICLE 7:

1. During the signing of this protocol, public and private sector enterprises notify in writing at the end of the protocol text how many students they will allocate quotas for each year within the scope of Cooperative Education.
2. The quotas determined within the framework of the protocols are announced on the relevant Department's website.

# Confidential Information, Trade Secrets, Protection of Patent Rights and Responsibilities

**ARTICLE 8:** During Cooperative Education and for a period of 5 years after the end of this practice, the Cooperative Education Students who have taken part in any stage of work, research and development and industrial applications during the Cooperative Education accept and declare that they will protect all trade secrets and confidential documents related to the work done and will not disclose any information. The contract of responsibility and confidentiality contract, which notifies this statement in writing, will be signed and recorded by the enterprise to the student who will be accepted to Cooperative Education.

# Insurance, Illness and Accident

 Page 1/5



**ARTICLE 9- (**1) According to the Social Security and General Health Insurance Law No. 5510, students are insured against occupational diseases and occupational diseases by the Dean's Office of the Faculty to which the student is affiliated. In other cases, the provisions of Article 25 of the Cooperative Education Law No. 3308 are valid.

(2) The health report of the student who falls ill during Cooperative Education and whose illness lasts more than seven days or who suffers any accident, as documented by official institutions, is notified by the enterprise to the Head of the Department in which the student is enrolled within 3 (three) working days.

# Business Compulsory Occupational Health and Safety Training

**ARTICLE 10- (**1) Pursuant to Article 7/3 of the "Regulation on Procedures and Principles of Occupational Health and Safety Training of Employees" occupational safety training is provided by the enterprise. ***"The employer of the workplace where practical training is received is responsible for the training and information of apprentices and trainees. However, if the employer agrees, occupational health and safety courses or courses completed by apprentices and trainees in the education and training institution where they continue their education shall replace basic education***.". If the student has taken and passed the occupational safety course during his/her education, he/she can be exempted.

(2) Compulsory Occupational Safety Training can be provided by Yıldız Technical University Occupational Health and Safety Coordinatorship upon the request of the enterprise and the notification of the students who will participate in Cooperative Education by the relevant Department Head.

# Fee to be paid to the student during Cooperative Education in the enterprise

**ARTICLE 11-** Thefee to be paid by the enterprise to the students receiving Cooperative Education in the enterprise is subject to Article 25 of the Law No. 3308, but it is ............................................. of the net minimum wage and can be updated by the parties when necessary, provided that it is not lower than the amount specified on the date of signature.

# Night Work

**ARTICLE 12-** Cooperative Education, the implementation of which will be carried out in the enterprise, is carried out during the day in a continuous status registered to the Social Security Institution. Students cannot participate in night work organised by enterprises. Regardless of the situation, the legal responsibility of the students who voluntarily participate in night work belongs entirely to the student and the enterprise.

# Execution of the Programme ARTICLE 13:

The person who will be responsible for this programme in the enterprise is the **"Training Personnel"** with at least a bachelor's degree in public and private sector institutions, organisations and enterprises**, and the** responsible lecturer at Yıldız Technical University, Faculty of ............................................. . However; the

protocol will be approved by the **"Business Manager**" and the "**Dean of the Faculty of** .................................................... ". Cooperative Education is carried out in accordance with the provisions of Yıldız Technical University Cooperative Education Directive and the "Faculty Principles" of Faculty of

............................................................ .

# Business Manager Responsibilities ARTICLE 14:

1. The duties of the Business Manager are as follows:
	1. To sign the Cooperative Education Protocol on behalf of the enterprise where Cooperative Education will be applied in the enterprise,



* 1. Assigning Training Personnel,
	2. To approve the student's practical training acceptance form,
	3. To make and implement the necessary arrangements for students to benefit from the amenities such as lunch, transportation etc. provided by the enterprise to its own personnel,
	4. At the end of the Cooperative Education, to approve the Enterprise Evaluation Form issued by the Training Personnel and send it to the relevant Department Head in a sealed envelope.

# Responsibilities of the Training Personnel

**ARTICLE 15:** (1) The duties of the Training Personnel are as follows:

1. To ensure that the theoretical and practical knowledge and skills that students have received are reinforced by application studies in the business environment,
2. To make the student's weekly work plan,
3. To inform the professional and ethical responsibility of the student in the enterprise,
4. To provide students with the equipment and discipline required by the profession,
5. To evaluate the activities specified in the student's Practical Training File and Weekly / Monthly Work Report,
6. At the end of the Cooperative Education, to fill in the Enterprise Evaluation Form and feedback questionnaires and submit them to the Enterprise Manager.

# Duties and Responsibilities of the Student ARTICLE 16:

1. The duties of the student are as follows:
	1. To comply with the rules and legislation of the enterprise where Cooperative Education will be carried out in the enterprise, the Higher Education Law No. 2547 and the Student Disciplinary Regulations of Higher Education Institutions,
	2. To implement the Cooperative Education work plan in the enterprise,
	3. To submit the Weekly / Monthly Study Report and Practical Training File to the Responsible Training Personnel.
2. Attendance is compulsory in Cooperative Education. The student cannot leave the enterprise without permission and excuse. Students cannot take a leave except in emergencies, e.g., sickness, death of first-degree relatives, etc. In cases where it is necessary to leave, it is obligatory to submit the leave form approved by the Training Personnel to the Head of Department.
3. Cannot participate in trade union activities in the enterprise.
4. Students are required to work for 1 (one) semester in the enterprise where they are accepted within the scope of Cooperative Education in the enterprise by complying with the current working conditions and rules and participating in professional activities in person.

For the matters not included in this protocol, the provisions specified in the Yıldız Technical University Directive on Cooperative Education and the "Faculty Principles" of the Faculty of ....................................... are taken as basis.

**ARTICLE 17:** In case of disputes that may arise from the implementation of this protocol, general provisions shall apply in the absence of provisions in the protocol. Istanbul Courts shall be competent for the settlement of legal disputes arising out of this protocol.

.....................................................................................................................................................................

# accepts and undertakes to cooperate with the Faculty of …………………………………………………………………….,



**Yildiz Technical University for the programmes specified in the table below and for the quota of Cooperative Education Students, within the framework of the provisions of this protocol.**

|  |  |
| --- | --- |
| **FACULTY OF** ……..............................................**, PROGRAMME/DEPARTMENT\*** | **TOTAL NUMBER OF QUOTAS\*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**\*If necessary, the writing area in the table can be expanded.**

# Dean Business Manager

**Yildiz Technical University Faculty of** ...........................



# Business Enterprise Information:

|  |  |
| --- | --- |
| Name of the Ent. |  |
| Address |  |
| IBAN No |  |
| Telephone No |  |
| Fax No |  |
| Web Address |  |
| Email address |  |
| Number of employees |  |
| Working days |  |