

**YALOVA UNIVERSITY**

**FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**

**DEPARTMENT OF BUSINESS ADMINISTRATION**

**PRACTICAL TRAINING PROGRAM PROTOCOL**

**PURPOSE AND PARTIES**

**ARTICLE 1**- This contract is signed between the Institutional Official, Department Head, Department Coordinator of Practical Training Course, Responsible Instructor and Student in order to regulate the principles of students' practical training in public / private institutions and organizations in accordance with the provisions of the Higher Education Law No. 2547, Vocational Education Law No. 3308, Social Security and General Health Insurance Law No. 5510, Framework Regulation on Practical Training in Higher Education, Yalova University Undergraduate Education and Training Regulations and Yalova University Faculty of Economics and Administrative Sciences Practical Training Course Directive.

**VALIDITY**

**ARTICLE 2-** This contract, signed by the parties to take effect from the date of the start of practical training in accordance with the Yalova University academic calendar, is valid until the date the students complete their practical training in the institutions.

**DURATION**

**ARTICLE 3-** The duration of the practical training is 14 weeks determined by Yalova University within the academic calendar.

**GENERAL PROVISIONS**

**ARTICLE 4-** With the conclusion of the practical training protocol, the health insurance of the students attending the practical training course at the institutions is made by Yalova University according to the provisions of the Social Security Insurance.

**ARTICLE 5-** The total duration of excused or unexcused absences of students during their practical training in institutions cannot exceed 10% of the practical training period. Students whose total absenteeism time, including the report, exceeds 10% of the working day will be fail.

**ARTICLE 6-** During the practical training period, students do not have the right to leave. However, in cases deemed necessary within the knowledge of the practical training institution supervisor and the Department Coordinator of Practical Training Course, the student may be given permission not to exceed 7 (seven) working days.

**ARTICLE 7-** The practical education of the student who does not go to the institution for more than 3 (three) days without permission or excuse is terminated. The situation is notified by the institution in writing to the Department Coordinator of Practical Training Course.

**DUTIES AND RESPONSIBILITIES OF THE PARTIES**

**ARTICLE 8- STUDENT DUTIES AND RESPONSIBILITIES**

1. To fill in the Practical Training Application and Acceptance Form and have it approved by the relevant parties.
2. To comply with the provisions of the "Regulation on Student Discipline of Higher Education Institutions" as well as the rules regarding work, discipline, and occupational safety of the institution where they continue their practical training.
3. To perform the duties assigned to them by the training officers of the institution.
4. Not to communicate private information of the organization to third parties.
5. To use all kinds of institutional tools and equipment with care.
6. Not participating in union activities.
7. Regular attendance to practical training.
8. Informing the Responsible Instructor and the Institution Official about all kinds of excuses and requests regarding their education. Obtaining permission from the Institution Official in obligatory situations which require them to leave the Institution.
9. Summarizing the daily activities in the Practical Training Notebook during the practical training, having this notebook approved by the relevant persons and delivering the Practical Training Notebook as printed and electronically to the Responsible Instructor in charge at the end of the practical training, until the end of the first week of the final exams according to the academic calendar.
10. Informing the Responsible Instructor and the Institution Official in case they get a health report, within the same day and delivering the original report to the academic unit which they connected within 3 days at the latest.
11. Not to change the practical training workplaces in the institution without the knowledge of the Institution Official and carefully using all kinds of tools and equipment, since they will be held personally responsible for the accidents and damages that may arise if they act on the contrary.
12. Not to change the institution where they get practical training without the written approval of the Institution Official and the Department Coordinator.

**ARTICLE 9- DUTIES AND RESPONSIBILITIES OF THE INSTITUTION**

1. Approving the Practical Training Application and Acceptance Form of the student who will do the practical training.
2. Ensuring that students do their practical training in the institution in accordance with the Yalova University academic calendar.
3. Ensuring that the practical training is carried out in the places where the works appropriate with the program in which the student is studying.
4. Assigning Institution Official with professional competence in the field to be responsible for the activities of the students who will do practical training in the institution.
5. Preparing the necessary environment and conditions suitable for business discipline for the development and consolidation of the knowledge and skills of the students who receive practical training in the institution.
6. Filling the Practical Training Student Attendance Sheet by monitoring the attendance status of the students, notifying the student absences and sick leaves within three (3) working days to the relevant academic unit.
7. Reporting the situation of student who does not go to the institution for more than 3 (three) days without permission or excuse in a written letter to the Department Coordinator of Practical Training Course
8. Ensuring that practical training activities are carried out in an environment in accordance with the provisions of the Occupational Health and Safety Law No. 6331 dated 06.20.2012.
9. Meeting needs such as food, work clothes and service (within the bounds of possibilities)
10. Checking and approving the Practical Training Notebook, in which the student who is doing practical training in the institution will summarize her/his daily activities during the practical training process.
11. Filling the Evaluation Form of Practical Training Course Responsible Person of Institution for each student who does applied education within institution.
12. Sending the Practical Training Institution Official Evaluation Form and the Practical Training Student Attendance Sheet of the students' applied education studies in the institution to the Responsible Instructor in a closed and stamped envelope at the end of the practical training.

**ARTICLE 10- DUTIES AND RESPONSIBILITIES OF RESPONSIBLE INSTRUCTOR**

1. Monitoring students' excused leave and attendance status
2. Controlling students' practices in the institution by face-to-face, audio or video technological tools, telephone, correspondence, and similar methods
3. Filling the Responsible Instructor Control Form at the end of each control.
4. In case it is determined that the student is not present at the institution during the control, preparing a report regarding this.
5. Taking Practical Training Institution Official Evaluation Form, Practical Training Student Attendance Sheet and Practical Training Notebook of the student who has completed the practical training.
6. Filling the Responsible Instructor Evaluation Form at the end of the practical training.
7. Determining the success grade and entering the system by evaluating all reports and forms.
8. Keeping all forms which filled during the practical training.

ARTICLE 11- DUTIES AND RESPONSIBILITIES OF THE COORDINATOR OF THE PRACTICAL TRAINING COURSE

1. To approve the Practical Training Application and Acceptance Form of the student who will do practical training.
2. To ensure that the forms related to practical training are delivered to the institutions
3. To ensure that the health insurance of the students attending the practical training course in the institutions with the conclusion of the practical training protocol is paid by Yalova University according to the provisions of the Social Security Institution.
4. To ensure the follow-up of whether the practical training is carried out in accordance with the relevant professional fields
5. To ensure that students' excuse leaves and attendance status are monitored.

ARTICLE 12- DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT HEAD

1. To approve the Practical Training Application and Acceptance Form of the student who will do practical training.
2. Collaborating with the authorities of the institution in order to achieve the objectives within the scope of practical training.

TERMINATION OF THE AGREEMENT

**ARTICLE 13-** The contract is terminated if the institution is closed for various reasons, if the owner of the institution changes, if the new institution cannot continue the same profession/production, as long as the students receive a suspension penalty according to the provisions of the Student Discipline Regulation of Higher Education Institutions or if they are dismissed by taking a dismissal penalty.

OTHER ISSUES

**ARTICLE 14-** Other issues not included in this contract shall be processed in accordance with the provisions of the relevant legislation for the students doing practical training in the institutions.

**ARTICLE 15-** One copy of this agreement, which is arranged in four copies and signed by the parties, is kept by the relevant academic unit, one copy is kept by the institution, one copy is kept by the student and one copy is kept by the responsible instructor.

APPENDICES

**Appendix 1-** Practical Training Application and Acceptance Form

**Appendix 2-** Practical Training Institution Official Evaluation Form

**Appendix 3-** Practical Training Student Attendance Sheet

**Appendix 4-** Practical Training Notebook

**Appendix 5-** Practical Training Responsible Instructor Evaluation Form

**Appendix 6-** Responsible Instructor Control Form

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| STUDENT | INSTITUTION OFFICIAL | RESPONSIBLE INSTRUCTOR | DEPARTMENT  PRACTICAL TRAINING COORDINATOR | HEAD OF DEPARTMENT |
| Full Name: | Full Name: | Full Name: | Full Name: | Full Name: |
| Signature | Signature-Stamp | Signature- Stamp | Signature - Stamp | Signature - Stamp |