WORKPLACE INTERNSHIP CONTRACT

T.C. ANKARA MEDİPOL UNIVERSITY FACULTY OF PHARMACY DEAN'S OFFICE					
STUDENT'S					
ID Number					
Name-Surname					
Student ID		Academic Year			
Internship Period/ Class					
Phone Number		E-Mail Address			
INTERNSHIP PLACE'S					
Name/Tıtle					
Address					
Production/Service Area					
Phone Number		E-Mail Address			
INTERNSHIP					
Start Date	……..	End Date	…….	Duration	

GENERAL PROVISIONS

Article 1- This contract is signed between the Faculty of Pharmacy Dean's Office, the employer, and the student in accordance with Law No. 3308 on Vocational Education to regulate the principles of workplace internships for students enrolled in vocational and technical education programs.

Article 2- This workplace internship contract is prepared in three copies, and each copy, signed by the parties, is kept by the Faculty of Pharmacy Dean's Office, the workplace, and the student.

Article 3- Workplace internships are planned and carried out in accordance with the academic calendar of Ankara Medipol University.

Article 4- During the workplace internship, the employer/employer's representative is responsible for any work accidents or occupational diseases caused by the fault of the workplace.

Article 5- Workplace internships are conducted in accordance with the Ankara Medipol University Faculty of Pharmacy Internship Guidelines and the provisions of Law No. 3308 on Vocational Education.

Article 6- This contract, signed by the parties, takes effect as of the start date of the internship in line with the academic calendar of Ankara Medipol University and remains valid until the student completes their workplace internship.

TERMINATION OF THE CONTRACT

Article 7- The contract is terminated in the following cases:

- **a.** Closure of the workplace for various reasons,
- **b.** If the ownership of the workplace changes and the new owner cannot continue the same profession/production,
- **c.** If the student is suspended under the Higher Education Institutions Student Discipline Regulations or permanently dismissed from the institution.

PAYMENT AND LEAVE

Article 8- In accordance with Article 25, Paragraph 1 of Law No. 3308, students are paid a monthly salary not less than 30% of the current net minimum wage for workplaces employing 20 or more personnel, and not less than 15% for workplaces employing fewer than 20 personnel. The payment is exempt from all taxes and is provided by the workplace where the student is interning.

Any increase in the minimum wage during the year is proportionally reflected in the students' salaries.

Article 9- Students must comply with the attendance requirements specified in their department's Internship Guidelines.

INSURANCE

Article 10- Under this contract, students are provided with occupational accident and occupational disease insurance by the University in accordance with Article 4(a) of Law No. 5510 while they continue their workplace internships. However, the workplace and the employer are responsible for all legal measures concerning occupational safety and health at the internship site. The employer accepts, declares,

and undertakes that Ankara Medipol University shall bear no liability for any damage arising from negligence or violation of these requirements.

Article 11- Insurance premiums payable by the University are paid or transferred to the Social Security Institution at the rates determined by the Institution.

DISCIPLINE, ATTENDANCE, AND PERFORMANCE OF STUDENTS

Article 12- Students are required to attend their workplace internships throughout the internship period. Students who fail to attend without a valid excuse will have their wages withheld, and workplaces are authorized to enforce this rule.

Article 13- Workplace authorities must notify the Faculty Dean's Office within five (5) business days if a student fails to attend the internship without a valid excuse.

Article 14- If students engage in behavior requiring disciplinary investigation at the workplace, the workplace must inform the Faculty Dean's Office in writing. Disciplinary actions are carried out by the Faculty Dean's Office in accordance with the Higher Education Institutions Student Discipline Regulations. The outcome is communicated in writing to the workplace.

Article 15- The performance of students during workplace internships is evaluated in accordance with the provisions of the Ankara Medipol University Student Internship Guidelines

OTHER RESPONSIBILITIES OF THE PARTIES

Article 16- Responsibilities of the workplace providing the internship:

- **a.** Ensuring students complete their workplace internships in accordance with Ankara Medipol University's academic calendar,
- **b.** Ensuring internships are conducted in locations compliant with the Faculty of Pharmacy Internship Guidelines,
- **c.** Assigning sufficient educational staff to oversee students' workplace internships,
- **d.** Signing workplace internship contracts with students that specify wage amounts, wage increases, etc., in accordance with Article 25, Paragraph 1 of Law No. 3308,
- **e.** Monitoring students' attendance and notifying the Faculty Dean's Office of absences and sick leave within the specified period,
- **f.** Submitting evaluation forms containing internship details to the Faculty Dean's Office in a sealed envelope at the end of the internship,
- **g.** Allowing students who have already started their internships to continue until completion, even if the number of personnel at the workplace decreases,
- **h.** Taking necessary occupational safety and health measures to protect students from workplace accidents and occupational diseases, and performing the necessary procedures for their treatment.

Article 17- Responsibilities of the Faculty Internship Committee and Faculty Dean's Office:

- **a.** Signing workplace internship contracts with students and workplaces regarding wage amounts, wage increases, etc., in accordance with Article 25, Paragraph 1 of Law No. 3308,
- **b.** Providing forms related to students' workplace internship activities to workplaces at the start of the internship,
- **c.** Ensuring internships are conducted under the supervision of educational staff assigned by the workplace,
- **d.** Ensuring internships are conducted in fields relevant to the students' professions,
- **e.** Monitoring students' attendance,
- **f.** Managing insurance premium procedures for students interning at workplaces in accordance with the relevant regulations,
- **g.** Taking necessary measures to achieve internship objectives by collaborating with workplace authorities.

Article 18- Responsibilities of students undergoing workplace internships:

- **a.** Complying with the conditions and working order of the workplace,
- **b.** Not sharing confidential workplace information with third parties,
- **c.** Attending the internship regularly,
- **d.** Maintaining an internship file and completing relevant forms,
- **e.** Requesting to work in areas aligned with the education received in their program,
- **f.** Being responsible for any damage caused to the workplace.

MISCELLANEOUS

Article 19- For matters not covered in this contract, relevant legislation provisions apply to students interning at workplaces.

STUDENT	EMPLOYER or REPRESENTATIVE	FACULTY INTERNSHIP COMMISSION	FACULTY DEAN'S OFFICE
Name Surname:	Name Surname: Position:	Name Surname:	Name Surname:
Date:	Date:	Date:	Date:
Signature	Signature-Stamp	Signature	Signature