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SULEYMAN DEMIREL UNIVERSITY
CIVIL AVIATION COLLEGE
AVIATION MANAGEMENT DEPARTMENT
PROFESSIONAL TRAINING AGREEMENT AT THE BUSINESS*

PROFESSIONAL TRAINING IN THE WORKPLACE:

Start Date:	.../…/202…	End Date:	…/…/202…	Duration: ..	Business Days

STUDENT'S:

Name and		Date of Birth: ……../……../……	
Surname: Department/Program:			
Turkish Republic Identity Number:		Student Number:	
IBAN No:	TR		
SDU Email Address:	@posta.sdu.edu.tr Mobile Phone:		0

THE BUSINESS:

Ordinary:			
Address:			
Phone:		Email Address:	

PRINCIPLES OF VOCATIONAL TRAINING IN THE WORKPLACE

A. On-the-Job Vocational Training (ETT)

1. IME is a compulsory course defined as one semester in the relevant diploma program curriculum. Final year students... Students must take and pass the IME course before graduation.

2. The IME course is conducted in accordance with the Süleyman Demirel University Business Vocational Training Directive and other relevant legislation.

B. Insurance

1. Work accident and occupational disease insurance and health insurance will be provided by the University for students undertaking the IME program.

2. If the student is not eligible for general health insurance, general health insurance will also be provided by the University. 3. The student must submit the eligibility certificate obtained from e-government and a signed commitment form to the Academic Sub-Unit Committee during the application process.

4. If there is any change in the student's eligibility status, they must submit the new eligibility certificate with the updated date to the Responsible Faculty Member on the same day.

C. Fee

1. According to the contract between the institution and the student, during the IME period, the student will be paid in accordance with Article 25 of Law No. 3308. The fee is paid by the business within this scope.

2. The wages paid cannot be less than thirty percent of the minimum wage in businesses employing twenty or more personnel, and fifteen percent in other businesses.

D. Attendance, Leave, and Report

1. Students taking the Vocational Training Course are required to work full-time at the company during the vocational training period. 2. Students can only work full-time at the company with permission from the Company Authority/Vocational Training Supervisor and the Responsible Instructor when necessary. The employee may not continue working for the business for a maximum of ten percent of the total working hours, provided that the employee is informed.

3. Students who have more than twenty percent absenteeism will be considered to have failed the IME course. 4. Days of absence, both authorized and unauthorized, will be taken into account in the evaluation.

5. If a student receives a medical certificate stating they are unable to work, they must attend the IME course for at least eighty percent of the total duration. The report will be accepted provided that this has been done.

6. The total number of days reported and days not worked (with or without permission) constitutes twenty percent of the total IME period. If it passes, the student is considered to have failed.

7. On the day the student receives their report, they must submit it to the Business Administrator/Vocational Training Supervisor and the Responsible Faculty Member.

8. Information about the student who suffered a work accident during the IME (Industrial Training Center) and the nature of the accident to the Workplace Authority/Vocational Training Center. The responsible party forwards the information to the responsible faculty member and the Social Security Institution on the same day.

9. On the day the student who contracted an occupational disease during the 9th IME (Industrial Training Center) receives the medical report, the Business Authority/Vocational Training Officer must report it.

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The student must submit their report to the responsible instructor and the supervisor.

E. Activity Report

1. The student must write down all the work done during the Vocational Training Period in an activity report and submit it to the Responsible Instructor within three business days after the completion of the Vocational Training Period, with the written approval of the Business Authority/Vocational Training Supervisor.
He presents it to his employee.
2. Students report their work at the workplace daily or weekly in accordance with the relevant guidelines.
He must write it in his report.

F. Evaluation

1. The Business Manager/Vocational Training Officer should verify the student's compliance with the company's official operating rules, communication, and work performance. The unit assesses aptitude, attendance, and performance, assigning a grade out of 100.
2. The Business Authority/Vocational Training Officer shall complete the relevant evaluation form and forward it to the Responsible Faculty Member within three business days of the completion of the IME process.
3. The student's grade in the course is determined by the responsible instructor according to the relevant guidelines.

G. Responsibilities of the Responsible Faculty Member

1. Students registered in the branch will have their activities at the workplace reviewed at least once a month, either on-site or online using technology. By monitoring with the necessary tools, we ensure that the IME course continues in accordance with the provisions of this Directive.
2. f) Coordination between the Academic Unit and the Business during the course is handled by the Business Officer/Vocational Training Officer. to carry out together.

H. Responsibilities of the Business Manager/Vocational Training Officer

1. To conduct the student's on-site training during the IME period.
2. The application of the theoretical and practical knowledge and skills that the student has acquired at the university in a work environment. to support them in associating their studies with practical applications, to enable them to take part in applications, and to provide students with professional training and To instill discipline.
3. To prepare a daily, weekly, or monthly study and training plan for the student during the IME period.
4. If the student will be working in different units within the company, they must decide how long they will work in each unit and coordinate with the relevant unit heads.
5. To ensure communication and coordination between students and the business.
6. During the IME (Integrated Interaction) period, coordinating between the Business and Academic Units together with the Responsible Faculty Member.
7. To review and approve the activity report prepared by the student during and at the end of the IME process.
8. To prevent students from being assigned to jobs that are incompatible with their degree program at the university.
9. To provide students with training on occupational health and safety in accordance with the work environment at the workplace, and to prevent students from being assigned to tasks that may pose problems in terms of occupational health and safety.
10. To track the student's attendance record and, at the end of the IME, to identify students who were absent due to medical reports, leave of absence, or lack thereof. Report the dates to the Responsible Faculty Member.

I. Protection of confidential information and trade secrets.

1. Relevant personnel and students at the university are subject to the following during the IME period and for five years after its completion: They acknowledge and agree that they will protect all trade secrets and confidential documents related to all their operations.

This Agreement has been signed by us in acceptance of its terms and conditions.

STUDENT	**ON BEHALF OF THE BUSINESS**	**IN THE NAME OF THE DEPARTMENT/PROGRAM**
…/.../202…	**…/.../202…**	**…/.../202…**
(Name, Surname, Signature)	**(Name, Surname, Signature, Stamp/Seal)** **Business Manager**	**(Name, Surname, Signature)** Academic Sub-Unit Coordinator

***This Agreement will be completed electronically, three copies will be prepared with wet signatures, one copy will be given to the Commission, one copy to the Company, and one copy will remain with the student.**