



Sebat Eğitim Kurumları

STANDARD INTERNSHIP AGREEMENT

Doküman Kodu: S-IAAU -018-EN

Revizyon No/Tarihi: 00/___..20__

Yayın Tarihi :

Sayfa No : 1/5



IAAU

This agreement is about students' practice work in enterprises, institutions, and organizations

International Ataturk Alatau University in the person _____ acting in accordance with the charter, on one hand and _____ hereinafter referred to as "Enterprise" on the other, have concluded this contract on the following:

1. The subject

Arranging students' practice work for the IAAU students with the Enterprise

2. The Enterprise is obliged to:

- a. Provide the University with working place for arranging industrial practice foryear students of the Faculty of specialties offor the period of up to months during of year 20__.
- b. Provide safe work conditions for students, instructions about work safety must be documented and accidents must be investigated
- c. Create necessary conditions for the students to be able to carry out their practice program. The students cannot be given positions that are not related to either their practice program or their specialty.
- d. Appoint qualified experts to manage the practice.
- e. Provide control over the students' number of working days. Any working discipline violations done by the students must be reported to the University.
- f. Provide the students with opportunity to utilize studies, laboratories, library, documentation necessary for facilitating effective learning process and fulfilling their assignments.
- g. Present performance evaluation letters for each student.

3. The University is obliged to:

- a. Provide the Enterprise before the start of the practice with schedules, practice programs and send the students according to dates set in the practice schedule.
- b. Appoint most qualified professors, and instructors to monitor the practice.
- c. Provide control and check over due labor safety instructions procedures, working discipline to be observed by the students and internal working etiquette adopted by the Enterprise.
- d. Render methodological assistance to the Enterprise's practice managers in organizing and running the practice.

4. Other conditions

- a. The contract comes into force and is valid for year from the date of contract signing.
- b. The alterations of contract terms, its cancellation and termination are possible only by an agreement of both parties.
- c. The addresses of parties:

International Ataturk Alatau University
Tunguch Mern, Gorkiy st., Bishkek
Tel: 996-312-631425,26
Fax: 996-312-630409

(signature)

Date: __ / __ / 20__



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Revizyon No/Tarihi: 00/__.__.20__

Yayın Tarihi :

Sayfa No : 2/5



IAAU

STUDENT

PHOTO

NAME :
FACULTY :
DEPARTMENT :
YEAR :

COMPANY

NAME :
ADDRESS :
TELEFON :

INTERNSHIP TYPE :

START :/..../20....

FINISH :/..../20....

SUPERVISOR IN THE COMPANY

Name :
Education :
Position :

Date :
Signature :

SUPERVISOR IN UNIVERSITY

Name :

Date :
Signature :

STUDENT	UNIVERSITY SUPERVISOR	DEPARTMENT CHAIR
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Revizyon No/Tarihi: 00/__.__.20__

Yayın Tarihi :

Sayfa No : 3/5



IAAU

INTERNSHIP REPORT

WEEK	TASKS	DATE
1		
2		
3		
4		
5		
6		
NOTES		
STUDENT	UNIVERSITY SUPERVISOR	DEPARTMENT CHAIR



Sebat Eğitim Kurumları

STANDARD INTERNSHIP AGREEMENT

Doküman Kodu: S-IAAU -018-EN

Revizyon No/Tarihi: 00/__.__.20__

Yayın Tarihi :

Sayfa No : 4/5



IAAU

INTERNSHIP REPORT

WEEK	TASKS	DATE
1		
2		
3		
4		
5		
6		
NOTES		
STUDENT	UNIVERSITY SUPERVISOR	DEPARTMENT CHAIR



Sebat Eğitim Kurumları

STANDARD INTERNSHIP AGREEMENT

Doküman Kodu: S-IAAU -018-EN

Revizyon No/Tarihi: 00/__.__.20__

Yayın Tarihi :

Sayfa No : 5/5



IAAU

INTERNSHIP PLAN

1. Professional internship is a major part of education and aims to improve the theoretical knowledge, gain practical information and work experience. Professional internship is mandatory for every student enrolled in the university.
2. The timing and the length of the internship is determined by the department.
3. The student has to get the Internship File from the department before starting the internship.
4. The internship report has to be prepared by the student in accordance with the university internship advisor and the internship plan.
5. Following issues has to be considered while preparing the report;
 - i) General information about the internship
 - ii) The aim of internship and the conditions
 - iii) Work method
6. Rejected internships have to be repeated.

COMPANY EVALUATION

CHARACTERISTICS	GRADE (1-5)
Punctuality	
Appearance	
Discipline	
Responsibility	
Relations with Co-Workers	
Relations with Management	
Relations with Customers	
Language Skills	

DEPARTMENT EVALUATION

The internship is accepted/not accepted.

Department Chair

Date :

Signature :